

ADDING ORGANIZATIONS

Field names	Content guidelines	Values/Validation	DC, Vcard, etc.	Type	Mandatory
Institution's Short Name (Acronym)	Acronym in capital letters (e.g., SINEX 2002). Do not use brackets or quotation marks.		DC_Title_Alternative	Text	
Full Institution Name	Name of the organization. Just capitalize first letters. Omit all initial articles such as: the, a, an. Do not put name in brackets or quotation marks (e.g., United Nations Educational, Scientific and Cultural Organization).		DC_Title	Text	Yes
Theme(s)	To help us with the classification of this organization please provide a set of keywords reflecting the main field of actions of the organization, separate them by comma.		DC_Subject	Text	Yes
Organization's main purpose	Please indicate the main purpose of the organization	<ul style="list-style-type: none"> • Education • Research • Information dissemination • Policy design and implementation • Data collection, monitoring and analysis • Advocacy • Others 	WMO_topic_Category	Drop-down menu	
Description	Briefly describe the main responsibilities of the organization and its mission statement. Avoid qualitative statements		DC_Description	Text area	Yes
Type of organization		<ul style="list-style-type: none"> • Intergovernmental • Governmental • Non governmental 	DC_Type	Drop-Down menu	
Geographical coverage	Indicate the geographical coverage of the organization	<ul style="list-style-type: none"> • Global • Regional • International • National • Basin • Local 	DC_Coverage_Spatial	Drop-Down menu	
Region covered	If geographical coverage = regional, please indicate region name	Controlled list of regions	WP_Coverage_Spatial_Region	Drop-Down menu	
Country or Countries covered	If geographical coverage = national or international, please indicate countries covered	ISO country names	DC_Coverage_Spatial_ISO3166	Drop-Down menu (multiple choice)	

Basin name	If the organization is geographically related to a basin, please select basin name	List of basins	WP_Coverage_Spatial_Basin	Drop-Down menu	
Place name	If geographical coverage = local, please indicate place name followed by province/state and country name (e.g., San Isidro, Madrid, Spain)		WP_Coverage_Spatial_Local	Text	
Web address	Please provide the web address of the organization.	Format automatically validated as Web address	DC_Identifier_URL	Text	
Language(s)	Language(s) in which the website of the organization is available	ISO list of languages	DC_Language	Drop-Down menu (multiple choice)	
Contact email	Organization's email (e.g., unesco@unesco.org)	Format automatically validated as email address	Vcard_Email	Text	
Street address	Organization's address: number and street name (e.g., 13 Gold Street)		Vcard_Adr_Street	Text	
City	Organization's address: City (e.g., Buenos Aires)		Vcard_Adr_Locality	Text	
Province/State	(e.g., Florida)		Vcard_Adr_StateProvince	Text	
Postal Code	(e.g., 75020)		Vcard_Adr_PostalCode	Text	
Country	Select country name		Vcard_Adr_CountryName	Drop-Down menu	
Phone number	- Phone number format: + Country code (Local area code) Phone number (e.g., +33 (1) 01456800)		Vcard_Tel_Work	Text	
Fax number	- Fax number format: + Country code (Local area code) Fax number (e.g., +33 (1) 01456800)		Vcard_Tel_Fax	Text	