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***Management on DDE WTGs’ Operation***

*For efficient management, the DDE Executive Committee (EC) recommends that groups with a large number (more than 10) of members should set one leader and four co-leaders, and groups with fewer members should set one leader and two co-leaders. At the same time, EC recommends that each group fully consider the diversity of the team in the possible future adjustments.*

**Vision of Working & Task Groups (WTGs) Annual Funding**

DDE Executive Committee (EC) expects that the initial funding could be used by leaders of WTGs to carry out work under the DDE framework and promote communication within and between groups. It will be highly appreciated if any new resource could be absorbed based on this funding and to ultimately promote the progress of big data driven earth sciences. WTGs could apply for the next year’s funding by submitting the Annual Progress Report and financial statement according to the agreement.

**WTG annual funding calendar (since 2022)**

* January - March: Evaluate the annual report submitter by DDE WTGs for the last fiscal year and decide on the funds allocation to the WTGs for the next fiscal year.
* April: Agreements signing with WTGs and funds allocation
* May - November: Operation
* December: Submission of the WTG annual report (on the basis of guidelines provided by the Secretariat) and accept fund application

**Key Points of Work**

Working Groups (WGs) are the working force of DDE which provide the EC with the operational capabilities to manage the program and to support individual DDE projects. In this initial stage of DDE, to benefit the scientific community, cyber-infrastructure construction is the main task of WGs, that is, construction of Deep-time Earth Knowledge Graph and Data Nodes in Sub-disciplines of Earth Sciences.

Task groups (TGs) are established by the EC for implementing specific tasks or projects usually within a limited time duration.

Besides, EC strongly recommends each WTG to submit news drafts, photos, or reports regarding its important activities or progress to the DDE Secretariat, as materials to be posted on the DDE official website.

**Evaluation of the WTGs Annual Work**

The annual work progress of WTG shall be the responsibility of the Evaluation Board entrusted by EC. DDE requires each working and task group to submit an annual report (on the basis of guidelines provided by the Secretariat) at the end of each fiscal year, which will be assessed by the Evaluation Board from March 1 to March 25 each year. The evaluation criteria shall adhere to the principle of openness and transparency, and every WTG member has the right to know the evaluation criteria. The evaluation adopts the scoring system and is divided into three categories of ABC results: Category A includes WTGs with a total score ranking of 1-5, category B includes WTGs with a total score ranking of 6-24, and category C includes WTGs with a total score ranking of 24-26. WTGS included in Category A will be financially supported with $10000 per year, WTGs included in category B will be financially supported with $5000 per year. WTGs included in category C will not be financially supported. In addition, the WTGs whose work does not conform to DDE's mission and vision or violates the agreemrnt will be specially identified, and the WTGs which has been identified twice in a row or has not submitted an annual report for two consecutive years will be dissolved automatically.