APPENDIX 3 – Model of Activity Report

Executive Summary
- o Key achievements during the reporting period.
- o Strengths, Weaknesses.
- o Threats and risks, perspectives.

Introduction :
- o Period covered.
- o General context and any developments impacting the missions and services of the ScP.
- o Brief description of the activities of the ScP during the reporting period.

Financial Analysis :
- o Investment budget.
- o Operating and maintenance budget.
- o Sources of funding.
- o Return on investment, if applicable.

Users :
- o Number and distribution of users according to their academic level, their affiliation within UNIGE, or their origin if external to UNIGE.
- o Meetings held, dates, number of participants, statuses.
- o Feedback from users on needs, improvement proposals.
- o Satisfaction with the quality of services, etc.

Technological and Scientific Services :
- o Description of technological developments, especially in terms of equipment.
- o Description of services offered, initiatives or tasks carried out.
- o Description of measures taken to ensure the management of produced data.
- o Results obtained (quantitative and qualitative).
- o Performance indicators as defined in the ScP's organizational regulation.
- o Photographs, graphs, or diagrams to illustrate points.

Educational and Professional Development Services :
- o User training.
- o Training programs for students, young scientists.
- o Continuing education for the operational team.

Conclusions :
- o Difficulties encountered and solutions provided.
- o Potential needs (financial, human, material).
- o Perspectives, adaptations to consider, etc.

Annexes :
- o Additional data, financial, statistical, etc.
- o List of members of the operational team, partners.
- o Links and contacts.

QUESTIONS TO CONSIDER WHEN DRAFTING THE ANNUAL ACTIVITY REPORT:

1. What services were developed during the reporting period?

2. Were governance rules adhered to?

3. What is the financial outcome of the reporting period?

4. Was the ScP able to raise funds to maintain its performance?

5. Are resources aligned with the needs?

6. What was the number of users during the reporting period?

7. How are they distributed based on their academic level (predoc, postdoc, PI, etc.)?

8. What are the academic or non-academic backgrounds of the platform's users?

9. What resources were dedicated to user training?

10. What is the level of user satisfaction? How was their feedback collected?

11. Is user safety ensured within the ScP spaces?

12. Are equipment safety standards met, particularly through expected controls?

13. Was equipment maintenance ensured according to current contracts?

14. What are the procedures for managing the allocated time for each equipment?

15. How are operational teams managed, especially their working conditions related to workload distribution?

16. What professional development opportunities were offered to members of the operational team during the reporting period?

17. What contributions has ScP made to training programs for students or scientists during the past period?

18. How much data was produced during the reporting period?

19. How are interactions between data and platform users managed?

20. How many publications or scientific communications have cited the platform?

21. How does the platform promote its services and dynamism?

22. What actions have been taken over the past period to raise the platform's visibility?

23. Were there any events during the period under review that compromised the safety of people or property, ethics or the integrity of research? If so, how were they dealt with?