Microdata Curation Workshop 2018

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Curriculum vitae.

Target group: This workshop is for data managers at data centres or research data repositories in government or research institutions.

Proper management of research data is vital to ensure your data repository is a trusted source of research data. This workshop will train data manager in best practice for handling of their data from the field to ensure the data is discoverable, accessible and usable. DataFirst is the only internationally certified research data repository in Africa. In this workshop we share lessons learned from 20 years’ experience curating and sharing data for academic and policy research.

The course focuses on policies and methods for managing individual-level data through all the stages of the data Lifecycle: Receipt from field, preparation, storage, migration, description (metadata creation), dissemination/publication, and reporting. It covers concerns such as data management policies, secure data sharing, dealing with data quality feedback from users, tracking data usage.

AGENDA

Day 1:
09:30 – 13:00 Microdata curation life cycle
13:00 – 14:00 Lunch break
14:00 – 15:00 applying the Life Cycle model to data management in your institution
15:00 – 15:15 Tea
15:15 – 16:30 Microdata curation step 1: Data ingest, disclosure control, and quality assessment

Day 2:
09:30 – 13:00 Data discovery – best practice examples
13:00 – 14:00 Lunch break
14:00 – 15:00 Data curation step 2: Describing your dataset with metadata tools (metadata creation)
15:00 – 15:15 Tea
15:15 – 16:30 Metadata creation exercise – describing your dataset

Day 3:
09:30 – 13:00 Data curation Step 2: Describing your dataset (continued)
13:00 – 14:00 Lunch break
14:00 – 15:00 Describing your documents and other materials
15:00 – 15:15 Tea
15:15 – 16:30 Metadata creation exercise – describing your data collection documents

Day 4:
09:30 – 13:00 Uploading and publishing data, metadata and documents
13:00 – 14:00 Lunch break
14:00 – 15:00 Quality control through client feedback
15:00 – 15:15 Tea
15:15 – 16:30 Keeping statistics – who uses your data products? For what purpose?