Microdata and Metadata Management Workshop for Government Agencies 2023

Instructors:

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Curriculum vitae. Training Role: Data and Metadata Management training
Alison Siljeur, Web and Software Administrator, DataFirst, alison.siljeur@uct.ac.za
Training Role: Software installations or Upgrades, and Data Administrator training

Target group: This workshop is for staff at government agencies who are responsible for preserving and managing the raw data they collect and report on or use for policy decisions. Government agencies must adopt international standards for managing the data they collect, to be seen as trusted sources of data. This workshop will train data managers in best practice for handling routine administrative data and data from other sources. The training will optimise data handling within the agency and enable the agency to easily and securely share data with stakeholders.

DataFirst runs the only internationally certified data repository in Africa and will share lessons learned in this workshop. The workshop covers data management through all the stages of the data Life-Cycle. It includes hands-on training in creating machine-readable metadata records for the agency's data, using open source standards-compliant metadata software. Participants will learn best practice for key field descriptions, file and dataset versioning, data citation, and the application of user feedback to enhance the quality of the agency's data products.

AGENDA

Day 1:

09:30 – 11:00 Statistics agency data curation life-cycle models
11:00 – 11:30 Tea
11:30 – 13:00 Applying the Life Cycle model to data management at your agency
13:00 – 14:00 Lunch break
14:00 – 15:00 Ingest, quality assessment and disclosure control
15:00 – 15:15 Tea
15:15 – 16:30 File naming conventions

Data Platform Administration Training
[Concurrent training for 1 staff responsible for database maintenance and 1 staff responsible for client and dataset administration at the agency]
15:15 – 1630 Introduction to the microdata dissemination software and customisation

Day 2:

09:30 – 11:00 Data discovery – best practice examples for government agencies
11:00 – 11:30 Tea
11:30 – 13:00 Metadata as a discovery tool
13:00 – 14:00 Lunch break
14:00 – 15:00 Creating metadata records for your datasets
15:00 – 15:15 Tea
15:15 – 16:30 Group exercise – Describing key components of agency data

IT Administrator Training
09:30 – 13:00 Data platform: Live demonstration
13:00 – 14:00 Lunch break
14:00 – 15:15 Report-backs and further platform customisation
15:00 – 15:15 Tea
15:15 – 16:30 Recap

Data Platform Administrator Training
09:30 – 13:00 Data user registration
13:00 – 14:00 Lunch break
14:00 – 15:15 User records management and reporting
15:00 – 15:15 Tea
15:15 – 16:30 Data platform software: Troubleshooting

Day 3:

09:30 – 11:00 Creating metadata for data components (continued)
11:00 – 11:30 Tea
11:30 – 13:00 Creating metadata (continued)
13:00 – 14:00 Lunch break
14:00 – 15:00 Group exercise - Describing documents and other external resources
15:00 – 15:15 Tea
15:15 – 16:30 Demonstration of the data dissemination platform

Day 4:

09:30 – 11:00 Uploading metadata to the data platform
11:00 – 11:30 Tea
11:30 – 13:00 Uploading data files, documents, and other external resources

13:00 – 14:00 Lunch break
14:00 – 15:00 Defining access levels
15:00 – 15:15 Tea
15:15 – 16:30 Quality control through user feedback

<u>Day 5</u>:

09:30 – 11:00 Keeping statistics – who uses your data? For what purpose?
11:00 – 11:30 Tea
11:30 – 13:00 Keeping statistics - dataset quality control reports
13:00 – 14:00 Lunch break
14:00 – 15:00 Keeping statistics – the reporting function
15:00 – 15:15 Tea
15:15 – 16:30 Recap and live demonstration

Microdata and Metadata Workshop Participants

	Surname	Name		Department	Job Title	Email	Data-related tasks in job description
1							
2							
3							
4							
5							
6							
7							
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