Workshop: Microdata and Metadata Management for Research Institutions 2023

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Target group: This workshop is for data managers at data centres or research data repositories in 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 managers 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 aim of the workshop is to provide participants with skills to prepare their data for deposit and reuse.

The microdata and metadata management component of the course focuses on preparing microdata files and creating metadata - standardised descriptions - for datasets using community developed metadata software which is compliant with international metadata and web standards. The metadata component deals with concepts such as file and dataset versioning, citation methods, and the application of data quality feedback from users in metadata management.

The course includes installation or upgrades of the National Data Archive (NADA) data management and dissemination software and training of IT staff in software customisation and administration and training of a data archivist in NADA data and user administration.

AGENDA

Day 1:

09:30 – 11:00 Research data curation life-cycle models
11:00 – 11:30 Tea
11:30 – 13:00 Applying the Life Cycle model to data management at your institution
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 institution]
15:15 – 1630 Introduction to the microdata dissemination software and customisation

Day 2:

09:30 – 11:00 Data discovery – best practice examples for research institutions
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 your 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

Day 5:

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 of installed/updated data management and dissemination platform

Microdata and Metadata Workshop Participants

	Surname	Name		Department	Job Title	Email	Data-related tasks in job description
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2							
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