Microdata and Metadata Management for Secure Research Data Centres
2023

Instructor: Lynn Woolfrey, Manager, DataFirst, University of Cape Town lynn.woolfrey@uct.ac.za Curriculum vitae.
Training Role: Secure Data and Metadata Management training

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Training Role: Software installation and Data Administrator training

Target group: This workshop is for data managers at data centres responsible for restricted-access data in government agencies, universities, and research institutions. It is focused on institutions with a committed data sharing agenda to advance policy research, but whose data is potentially disclosive so needs to be shared under controlled conditions. Proper management of research data is vital to ensure an institution is a trusted source of data.

This workshop will train secure centre managers in best practice for handling and describing restricted-access data to make the data discoverable, but to share it securely. DataFirst is an internationally certified research data service and operates the only secure research data centre in Africa. In this workshop we share lessons learned from curating and sharing restricted-access data with academia for policy research.

The course covers the preparation of primary data and the sharing of this data in safe spaces. It includes instruction in creating standardised machine-readable metadata records for the institution's data, using open source standards-compliant metadata software. The metadata component deals with concepts such as key field descriptions, file and dataset versioning, citation standards, and the application of data quality feedback from users as a component of metadata management.

AGENDA

Day 1:

09:30 – 11:00 Data curation step 1: Preparing research-ready data files for restricted-access data
11:00 – 11:30 Tea
11:30 – 13:00 Preparing research-ready microdata files (continued)
13:00 – 14:00 Lunch break
14:00 – 15:00 Disclosure control
15:00 – 15:15 Tea
15:15 – 16:30 Disclosure control

Day 2:

09:30 – 13:00 Data discovery through metadata – best practice examples
11:00 – 11:30 Tea
11:30 – 13:00 Data discovery for restricted-access data
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)
11:00 – 11:30 Tea
11:30 – 13:00 Describing your data files
13:00 – 14:00 Lunch break
14:00 – 15:00 Describing your data collection documents
15:00 – 15:15 Tea
15:15 – 16:30 Metadata creation exercise – describing documents (continued)

Day 4:

09:30 – 13:00 Uploading and publishing metadata and documents
11:00 – 11:30 Tea
11:30 – 13:00 Publishing metadata (continued)
13:00 – 14:00 Lunch break
14:00 – 15:00 Replacing and adding files online
15:00 – 15:15 Tea
15:15 – 16:30 Metadata discovery support to clients

Microdata Metadata Workshop Participants						
	Surname	**Name**		**Department**	**Position**	**Email**	**Data-related task in the Institution**
1						
2						
3						
4						
5						
6						
7						
8						
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10						

DataFirst

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Institutional datasets to be described and curated										
	Dataset Name	Collection Year	Microdata files available	Documents available				Metadata created	Metadata and Documents published	Data published
				Questionnaires	Coding lists	Manuals	Reports			
1										
2										
3										
4										
5										
6										
7										
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11										
12										