

Programme:
Data Documentation and Management Workshop
Vienna, Austria
14-15 April 2010 Two day event

Each day will follow a similar structure in which initial sessions will be presentations from UKDA staff. These will be followed by an interactive exercise, such as small group work, case studies, or focused feedback on participants' projects, depending on the content of the previous presentation.

Day 1

Day 1 - First presentation

Data life cycle – proper management of data throughout the life cycle

Creation

Analysis

Publication and dissemination

Preparation for archiving, reuse and preservation

Benefits of proper data management (Part 1)

For researchers; meeting EU and national data sharing mandates

Day 1 - First exercise

Application of data life cycle to participants' projects

Consideration of benefits of data management

Day 1 – Second presentation

Research ethics and data confidentiality: consent

Personal, confidential and sensitive personal data

Informed consent and data sharing

Written or verbal consent

One-off or process consent

Day 1 – Second exercise

Review of examples of consent forms

Drafting consent forms for different purposes

Research without consent

Day 1 –Third presentation

Research ethics and data confidentiality: data anonymisation

Anonymising data

Access control-its role, with consent and anonymisation, in enabling sharing

Copyright

Day 1 –Third exercise

Exercises on anonymisation of qualitative and quantitative data

Day Two

Day 2 – First presentation

- Data documentation and metadata
 - Data documentation
 - Context for qualitative data
 - Metadata
- Transcription – purposes, formats, templates

Day 2 – First exercise

Assessing various examples of documentation and transcription

Day 2 – Second presentation

- Data formats and software
 - Formats and conversions
 - Data quality control
 - Software
 - Version control and file naming
 - Organising data
 - Digitisation, scanning and OCR
 - Use of qualitative data in CAQDAS

- Data storage, back-up and security
 - Making back-ups
 - Data storage
 - Data security
 - Encrypting data for transmission

Day 2 – Second exercise

TBD

Day 2 – Third presentation

Data management plans: what are they? What benefits offered? How to choose from various models?

Day 2 – Third exercise

Participants to begin drafting data management plans for their own projects

Close: Benefits of proper data management (Part 2 – continued from first day)