

TIBA / KEMRI | WELLCOME TRUST
RESEARCH DATA MANAGEMENT (RDM)
WORKSHOP



24TH - 28TH JUNE 2019,
KEMRI / WELLCOME TRUST KILIFI



Dear Participant,

On behalf of TIBA Directors and steering committee and the KEMRI-Wellcome Trust Research Programme management, it is my pleasure to welcome you to Kilifi and to this Data Management training course.

The need to host this course is informed by the increasing requirement by funding agencies, journals, and other stakeholders for researchers to archive and share data in manner that promotes open scientific enquiry. We therefore felt that is important for researchers and information professionals in TIBA partner institutions to acquire the data management and curation knowledge and skills that support the long-term preservation, access, and reuse of data in an ethical manner.

We hope that by the end of the workshop, you will be familiar with the basic aspects of research data management and sharing. The course will give you a deeper understanding of the diversity and management needs of research data across the data lifecycle and enable you to identify the components of good data management plans. You will familiarise with best practices for working with data including the organization, documentation, storage, security of data and the ethics of data sharing and access. In addition, we expect that you will have a better appreciation of the impetus and importance of archiving and sharing data as well enhanced skills for assessing the trustworthiness of repositories.

Finally, we hope that the workshop will provide an opportunity for you to interact with data managers from across the TIBA network and explore the potential for new collaborations.

Kilifi is a beautiful town, so as you engage with the training don't forget to enjoy the wonderful seaside ambience that we offer!

As we say it in East Africa – KARIBUNI!

Dr. Sam Kinyanjui
PI – TIBA-Kenya & Head of Training KWTRP

IMPORTANT INFORMATION

MEETING LOCATION

The meeting will be held at the **KEMRI-Wellcome Trust Research Programme, Kilifi**. This is about an hour or an hour and a half drive from Moi International Airport depending on traffic.

ACCOMODATION

Accommodation has been arranged at **Baobab Hotel, Kilifi** for the duration of the meeting. The meeting organisers have covered the cost of accommodation on Bed, Breakfast and Dinner (HB) basis. However, a group dinner will be organised on 28th June 2019 evenings at the same hotel.

OTHER EXPENSES

Participants will be responsible for all additional charges incurred during their stay at the hotel; including bar bills, telephone calls, snacks, laundry, etc. The hotel will accept payments made by cash and international credit cards. The currency in use is Kenya Shillings which can be exchanged at the hotel, the airport or bank bureaus.

WEATHER

The weather in Kilifi has been variable in June. Days can be warm or wet and evenings are relatively cool. The annual temperatures in Kilifi range between 21°C and 30C in the coastal belt and between 30°C and 34°C in the hinterland. The county experiences relatively low wind speeds ranging between 4.8 km/hr and 12 Km/hr.

INTERNET CONNECTION

Baobab Hotel has wireless internet connection and information will be provided on arrival. At the programme, our IT department will assist you to get connection while within the programme when you arrive on 24th June. Please make sure that your computer antivirus software is up to date.

HEALTH

There is minimal malarial risk in Kilifi. However, malarial prophylaxis will be required. We ask that each participant take appropriate advice regarding malaria prophylaxis.

PROGRAMME

DAY 1 - JUNE 24, 2019		
Time	Activity	Responsible
8.00am – 9.00am	Arrival and Registration	Joseph Waititu/ Rita Baya
9.00am – 9.30am	Health and Safety	Nahashon Manyara
9:30am – 10.00am	Welcome and Introductions	Dr. Sam Kinyanjui/ Amek Nyaguara
10.00am – 10:45am	Introduction to Research Data Management	Sammy Khagayi
10:45am – 11:00am	Tea Break	
11.00am – 12:00pm	Data Sharing Process and Ethics	Marianne
12.00am – 1:00pm	Understanding the RDM Cycle Clinical Trial Data Management	Sammy Khagayi
1.00pm – 2.00pm	Lunch Break	
2:00pm -4:30pm	Practicum	All

DAY 2 - JUNE 25, 2019		
Time	Activity	Responsible
8:30am – 9:30am	Research Data Management Planning	Dr Daniel Kwaro
9:30am – 10:45am	File Organization and Naming	Dr Daniel Kwaro
10:45am – 11:00am	Tea Break	
11:00am – 1:00pm	Practicum	All
1:00pm – 2:00pm	Lunch Break	
2:00pm – 4:00pm	Documentation and Metadata	James Bukosia/ Dr Daniel Kwaro
4:00am – 5:00pm	Practicum	All

DAY 3 - JUNE 26, 2019		
Time	Activity	Responsible
8:30am – 10:00am	Storage , Backup and Security	Lucian Mshote
10:00am – 10:45am	Preservation, Curation and Archiving	Lilian Mwango/ Marianne Munene
10:45 – 11:00am	Tea Break	
11:00am – 1:00pm	Preservation, Curation and Archiving	Lilian/Marianne Munene
1:00pm -2:00pm	Lunch Break	
2:00am -3:00pm	Practicum	All

PROGRAMME

DAY 4 - JUNE 27, 2019

8:30am – 9:30am	RDM Tools and Resources.	Lucian Mshote
9:30am – 10:45am	Practicum	All
10:45am – 11:00am	Tea Break	
11:00am – 1:00pm	RDM Tools and Resources	David Amadi
1:00pm – 2:00pm	Lunch Break	
2:00pm – 5:00pm	Practicum	All

DAY 5 - JUNE 28, 2019

8:30am – 10:45am	Data Management with Reference to Statistical Tools	Christopher Maronga
10:45 – 11:00am	Tea Break	
11:00am – 1:00pm	Data Management with Reference to Statistical Tools	Christopher Maronga
1:00pm – 2:00pm	Lunch Break	
2:00pm – 3:00pm	Data Management Plan Presentations	All
3:00pm – 3:30pm	Online Evaluation	Florence Kirimi
3:30pm – 4:00pm	Closing Remarks	Dr. Sam Kinyanjui/Amek

TRAINING FACILITATORS

	DR. Amek Nyaguara - Head of Surveillance, KWTRP Amek has over 10 years' experience in longitudinal Health and Demographic System (HDSS). He joined KEMRI/CDC HDSS in 2005 as the Head of Data Section and upon completion of his PhD in 2012, he was appointed the Deputy Branch Chief of the KEMRI/CDC HDSS. He has been a technical advisor to the Homa Bay county civil registration and vital statistics improvement project, funded by CDC since 2013. He joined the Programme in 2016 as Head of Surveillance.
	Lillian Mwango - Research Officer, KWTRP Lillian is responsible for facilitating and supporting research data curation, preservation and publication. With a background in Information Sciences, she has nearly a decade worth of experience on research data capture, management and processing. Lillian joined KWTRP in 2011 as a Data Manager for the Virus Epidemiology and Control Studies. Her current interest is in digital data curation, preservation, metadata and reproducibility.
	David Amadi - Data Manager, KWTRP David is responsible for providing full cycle data management support to Kilifi Health & Demographic Surveillance System (KHDSS) and other surveillance studies. David's background is in Information Technology with an MSc in Public Health Informatics with interest in IT automation, data visualization and computer-based problem solving.
	Lucian Mshote - Senior Database Administrator, KWTRP Lucian is responsible for providing advanced database services by ensuring best standards of availability, resilience, integrity, security and performance of EDC systems. With more than a decade in solution analysis, design and development, Mshote offers vast experience in designing and implementation of dynamic databases and data migration models. His key interests are in information systems, databases and warehousing solutions.
	Christopher Maronga - Data Manager, KWTRP Christopher's background is in Applied Mathematics and Statistics major from JKUAT with 5 years' experience in Clinical trials data management. He was previously a Technical advisor for Data Management and collection with Partners PrEP scale up Project. He has vast experience working with relational databases as well as web-based databases such as REDCap, extensive knowledge in offline mobile data collection(ODK) and statistical analysis with extended programming capabilities in R statistical software.
	Joseph Waititu - IT Training Coordinator, KWTRP Joseph is responsible of proactively creating user awareness of all IT services and tools that directly assist programme staff. He has previously worked in the similar capacity for British High Commission, AMREF Health Africa, World Agroforestry centre and M-Elimu Company limited. He is keen in knowledge sharing, IT security awareness and training.
	Sammy Khagayi, Data Analyst/Statistician, KEMRI-CGHR, Kisumu-Kenya Sammy has over 10 years' experience in epidemiology, biostatistics and data management. He holds a BSc (Mathematics), MSc. (Epidemiology and Biostatistics) and a PhD(c) in Bayesian geostatistical modelling. He aspires to use his skills in enhancing evidence based decision making in medical research and public health.
Marianne Munene - Research Governance Manager, KWTRP Marianne serves as a regulatory resource to the programme and external customers on research planning and conduct, research and data governance issues, compliance issues, facilitating the development, implementation, and continual improvement of research and quality management systems. Her experience includes monitoring trials, engagement with the institutional ethics committee and national medicines regulatory authority to support the improvement of their working processes and to increase efficiency of their operations.	

HEALTH AND SAFETY BRIEF



We are pleased to welcome you to KEMRI-Wellcome Trust Research Programme. Health and Safety best practice guides that this information is available to all visitors in order to ensure safe and orderly exit from areas where an emergency evacuation may be ordered.

The following information is provided to enable you to join our commitment and legal responsibility to ensure a safe and healthy working environment is enjoyed by all - including visitors.

On Arrival...

You will be registered as a visitor and issued with a visitor's badge. Please display this badge throughout your visit and return it to the Security Guards on exit/departure. Only enter parts of the buildings where you have been registered. If you are a contractor, register all your tools and equipment with Security Guards because you will need a gate pass to carry them away.



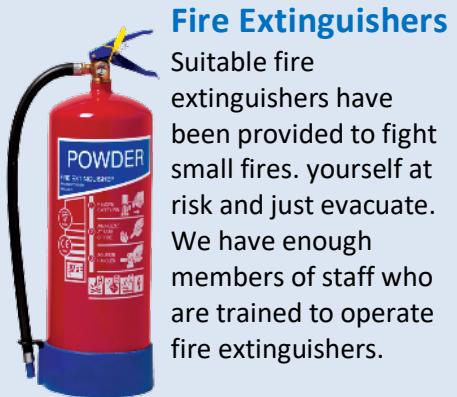
In Case of Emergency...

Fire Exits and assembly points are clearly signed in all areas. Please make yourself aware of these. If you hear the fire alarm, evacuate to the nearest Fire Assembly point. You are required to take instructions from fire marshals and fire wardens, who are responsible for safe evacuation of help you towards the nearest designated fire assembly point using the clearly marked exit routes. Remain at the Fire Assembly Point until you have been accounted for and do not re-enter the building until the **ALL CLEAR** sign is given.

First Aid and Injuries



In case of an accident or injury occurring on our premises, a First Aider must be informed. An approved first aid procedure will be administered and all the details must be recorded on the Accident/Incident Report Form. Your host will assist you locate the Occupational Health Nurse who will ensure that you receive appropriate first aid and proper records are kept.



Fire Extinguishers

Suitable fire extinguishers have been provided to fight small fires. yourself at risk and just evacuate. We have enough members of staff who are trained to operate fire extinguishers.

Smoking and Alcohol Prohibited!



For the sake of health and comfort of everyone, all our premises are '**No Smoking**'. Smoking therefore is prohibited everywhere within our facilities.



Any person who is under the influence of alcohol or any dangerous drugs may be denied entry.

Vehicle Speed Limit

For the safety of everyone, the maximum speed limit is **10 km/hr.**

Common Sense...

We hope that you find these tips useful, but remember that there is NO substitute for common sense.

USEFUL CONTACTS



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KEMRI | Wellcome Trust

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