**Data Management Training Workshop, Tuvalu, 18-22 November, 2024**

Day 1

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| Time | Session | Objective | Activities | Presenter |
| 9:00am – 9:30am | Registration |  |  |  |
| 9:30am – 10:00am | Welcome and Overview | * Participant introductions. * Overview of the training objectives and outcomes. | Presentation |  |
| 10:00am – 10:30am | Morning Tea | | | |
| 10:30am – 11:30am | Introduction to data management | * Introduce fundamental concepts and importance of DBMS. | Presentation |  |
| 11:30am – 12:30am | Data Lifecycle | * Stages of the data lifecycle: Creation, storage, usage, sharing, archiving, and deletion. * Best practices at each stage. | Presentation |  |
| 12:30am -1:1:30pm | Lunch | | | |
| 1:30pm-2:30pm | TCAP Datasets | * Exploring various types of geospatial datasets. | Presentation |  |
| 2:30pm – 3:30pm | Dataset Naming Conventions | * File and Folder naming good practices. | Presentation |  |
| 3:30pm – 4:00pm | Afternoon Tea | | | |
| 4:00pm – 4:30pm | Discussion | * Exploring current system/architecture in place. |  |  |

Day 2

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| Time | Session | Objective | Activities | Presenter |
| 9:00am – 9:30am | Recap |  |  |  |
| 9:30am – 10:00am | Shoreline Change Analysis | * Brief overview of shoreline changes processes. |  |  |
| 10:00am – 10:30am | Morning Tea | | | |
| 10:30am – 11:30am | Data Capture and Storage | * Identify and capture shoreline change datasets and assets. | Presentation |  |
| 11:30am – 12:30am | Practical Session: Digitization of shorelines/assets | * Creation of datasets | Practical Session |  |
| 12:30am -1:1:30pm | Lunch | | | |
| 1:30pm-2:00pm | File naming conventions | * Exploring various types of geospatial datasets. | Presentation |  |
| 2:30pm – 3:30pm | Practical Session: defining file naming convention | * Folder and File naming. | Practical Session |  |
| 3:30pm – 4:00pm | Afternoon Tea | | | |
| 4:00pm – 4:30pm | Demo of DBMS Prototype | * Overview of the application. | Demo |  |

Day 3

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| Time | Session | Objective | Activities | Presenter |
| 9:00am – 9:30am | Recap |  |  |  |
| 9:30am – 10:00am | What is Metadata? | * Metadata vs Data | Presentation |  |
| 10:00am – 10:30am | Morning Tea | | | |
| 10:30am – 11:00am | Examples of Metadata | * Pacific Data hub, Ocean DBMS. | Presentation |  |
| 11:00am – 12:30am | Practical Session: Creating Metadata template | * Key elements needed for good metadata. | Practical Session |  |
| 12:30am -1:1:30pm | Lunch | | | |
| 1:30pm-4:00pm | Practical Session: Uploading datasets to DBMS |  | Practical Session |  |
| 4:00pm – 4:30pm | Afternoon Tea | | | |

Day 4

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| Time | Session | Objective | Activities | Presenter |
| 9:00am – 9:30am | Recap |  |  |  |
| 9:30am – 10:00am | Best Practices for a good DBMS | * Key Concepts | Presentation |  |
| 10:00am – 10:30am | Morning Tea | | | |
| 10:30am – 12:30am | Practical Session: Creating your own data management system. |  | Practical Session |  |
| 12:30am -1:30pm | Lunch | | | |
| 1:30pm-4:00pm | Practical Session: Mock testing of your own DBMS |  | Practical Session |  |
| 4:00pm – 4:30pm | Afternoon Tea | | | |

Day 5

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| Time | Session | Objective | Activities | Presenter |
| 9:00am – 9:30am | Recap |  |  |  |
| 9:30am – 10:00am | Data Management Plan | * Checklist | Presentation |  |
| 10:00am – 10:30am | Morning Tea | | | |
| 10:30am – 12:30am | Practical Session: Creating data management plan |  | Practical Session. |  |
| 12:30am -1:30pm | Lunch | | | |
| 1:30pm-3:00pm | Discussions on Data Management Plan | * Next Steps | Practical Session. |  |
| 3:00pm – 3:30pm | Afternoon Tea | | | |