WORKSHOP

PROGRAM

| **TIME** | **Session** |
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| 0800 – 0900 | Registration and Introductions |
| 0900 – 0930 | Introduction to KEBS |
| 0930 – 1100 | Overview of metadata (definitions, types, structure, importance) |
| **1100 – 1130** | **BREAK** |
| 1130 – 1200 | Discussion on why, how, and sources of metadata |
| 1200 – 1300 | Application of metadata to records management |
| **1300 – 1400** | **BREAK** |
| 1400 – 1530 | Metadata and electronic/digital records |
| 1530 – 1630 | Discussion and Review |
| 0900 – 1030 | Framework for metadata management (national and organizational) |
| 1030 – 1100 | **BREAK** |
| 1100 – 1230 | Metadata management (creation, security, migration, review etc) |
| 1230 – 1300 | Discussion and review |
| 1300 – 1400 | **BREAK** |
| 1400 – 1500 | Metadata standards |
| 1500 – 1600 | Closing Plenary (Q & A) |
| 1600 – 1630 | Evaluations and Feedback & Closing |
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