

**DCC Digital Curation 101 Workshop  
6-10 October 2008  
e-Science Institute  
Edinburgh, Scotland**

| Monday 6 <sup>th</sup> October  |  |
|---|--|
| <b>09:30-12:30</b>  | <b>Introduction</b>  |
| 10:30-11:00   | Registration   |
| 11:00-11:10   | Welcome and overview of week<br>Joy Davidson DCC Training Coordinator                        |
| 11:10-11:30   | Introductions from participants  |
| 11:30-12:00   | Coffee break   |
| 12:00-13:30   | Introduction to the DCC Curation Lifecycle Model<br>Sarah Higgins, DCC standards Advisor     |
| 13:30-14:30   | Lunch  |
| <b>13:30-17:00</b>  | <b>Conceptualise</b>   |
| <p>This session will introduce participants to the range of issues that should be considered when starting any research project. What data will be produced? Who will the data be produced for? Are there any data protection issues to consider that will impact the management of the data? We will also provide contextual information around funding policies and different funding body requirements for data management and data sharing.</p> |  |
| 14:30-15:30   | Lecturer - Mark Thorley, NERC  |
| 15:30-16:00   | Coffee break   |
| 16:00-17:30   | Practical exercise – Identifying workflows and stakeholders for data generation and curation |
| 17:30-18:00   | Summary of exercise, questions, and feedback   |
| <b>18:30-19:30</b>  | <b>Evening reception, Informatics Forum, University of Edinburgh</b>                         |

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| <b>Tuesday 7<sup>th</sup> October</b>  |   |
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| <b>09:00-13:00</b>   | <b>Create and/or Receive</b>  |
| <p>In this session, participants will explore a number of aspects surrounding the creation of data that may impact its long-term accessibility and usability. We will also explore collaborative working environments and review metadata and descriptive requirements as well as preferred formats.</p> |   |
| 09:00-10:00  | Lecturer – Frank Gibson, University of Newcastle  |
| 10:30-11:00  | Coffee break  |
| 11:00-12:30  | Practical exercise – Identifying the significant properties of your data for long-term curation and reuse, led by Gareth Knight and Stephen Grace, Kings College London |
| 12:30-13:00  | Summary of exercise, questions, and feedback  |
| 13:00-14:00  | Lunch   |
| <b>14:00-17:00</b>   |   |
| <b>Appraise and Select</b>   |   |
| <p>This session will guide participants through assessing and evaluating their data holdings to make selections for long-term curation and preservation.</p>   |   |
| 14:00-15:00  | Lecture – Ross Harvey, Charles Sturt University   |
| 15:00-15:30  | Coffee break  |
| 15:30-17:00  | Practical exercise – Assessing holdings and evaluating appropriateness of selected data for long-term preservation, DAF toolkit, led by Sarah Jones, HATII              |
| 17:00-17:30  | Summary of exercise, questions, and feedback  |

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| <b>Wednesday 8<sup>th</sup> October</b>   |   |
|---|---|
| <b>09:00-13:00</b>  | <b>Ingest and Store</b>   |
| <p>This session will explore how content creators can ensure that the data produced by their research project is suitable for ingest into a data archive. The session will also focus on illustrating data archive requirements for data being submitted and identify the range of actions that might take place within the archive environment over time (i.e., formats accepted, required metadata, access restrictions).</p> |   |
| 09:00-10:00   | Lecture – Kevin Ashley and Ed Pinsent, ULCC   |
| 10:30-11:00   | Coffee break  |
| 11:00-12:30   | Practical exercise – Ensuring data quality, led by Suzanne Embury, University of Manchester       |
| 12:30-13:00   | Summary of exercise, questions, and feedback  |
| 13:00-14:00   | Lunch   |
| <b>14:00-17:00</b>  | <b>Preserve</b>   |
| <p>This session will explore actions required to ensure long-term preservation and retention of the authoritative nature of data. Preservation actions should ensure that data remains authentic, reliable and usable while maintaining its integrity.</p>  |   |
| 14:00-15:00   | Lecture – Michael Day, UKOLN  |
| 15:00-15:30   | Coffee break  |
| 15:30-17:00   | Practical exercise - Assessing File Format Robustness, led by Manfred Thaller, University of Köln |
| 17:00-17:30   | Summary of exercise, questions, and feedback  |
| <b>19:00-21:00</b>  | <b>Group Dinner, Howie's Restaurant</b>   |

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| <b>Thursday 9<sup>th</sup> October</b>  |  |
|---|--|
| <b>09:00-13:00</b>  | <b>Access, Use &amp; Re-Use</b>  |
| This session will explore the potential of reusing data in new research projects and provide participants with an overview of how to find and evaluate archived data, possibilities for adding value and for creating new data. |  |
| 09:00-10:00   | Lecture – Richard Sinnott, NeSC, University of Glasgow                             |
| 10:30-11:00   | Coffee break   |
| 11:00-12:30   | Practical exercise – Finding and using data in new research projects               |
| 12:30-13:00   | Summary of exercise, questions, and feedback                                       |
| 13:00-14:00   | Lunch  |
| <b>14:00-17:30</b>  | <b>Putting it all together – the Data Management Plan</b>                          |
| During this session, participants will pull together the information from the previous modules to develop a sample data management plan.  |  |
| 14:00-15:00   | Practical exercise   |
| 15:00-15:30   | Coffee break   |
| 15:30-16:30   | Practical exercise continued   |
| 16:30-17:30   | Peer review of the plans   |
| <b>17:30-18:15</b>  | <b>Summing up and close</b>  |
| This final session will provide an open forum for delegates to discuss outstanding issues and to provide feedback for DCC.  |  |
| 17:30-18:00   | Feedback session to identify the successful and less successful aspects of DC 101. |
| 18:15-18:30   | Next steps and close   |