TRAINING WORKSHOP ON DIGITIZATION BEST PRACTICES

PROJECT:
African Insect Atlas: unleashing the potential of insects in conservation and sustainability research in Africa

29th May – 02nd June 2017
Venue: Woodlane Hotel
Day 1
Venue: National Botanical Garden (0830hours to 1000hours)
Master of Ceremonies: Bahati, M

0830 - 0845Hrs  Registration ALL
0845 - 0050Hrs  Prayer Volunteer
0850 - 0900Hrs  Introductions ALL
0900 - 0910Hrs  Welcome Remarks and Objectives of the workshop
                 H.O.D., Natural History, Mr N.Musause
0910 - 1000Hrs  Tour of Natural History Collection Mr Tsiozo
1000 - 1030Hrs  Travel to Workshop Venue ALL
1030 - 1100Hrs  HEALTH BREAK
1100 - 1130 Hrs  Brief Presentation on BNM Project Progress Mrs Rapulai
1130 - 1215Hrs  Background to the project: African Insect Atlas and
                 GBIF Mrs Rapulai
1215 - 1300 Hrs  Importance of digitizing and publishing data.
                 Kudzai Mafune
1300 - 1400Hrs  LUNCH
1400 - 1500Hrs  Introduction to digitization and workflows to help manage
                 the digitization projects Kudzai Mafune
1500 - 1615Hrs  Data quality, Data standards [Darwin core] and
                 Data Cleaning Kudzai Mafune
1615 - 1630Hrs  AFTERNOON TEA

Day 2
Master of Ceremonies: Tsiozo, M

0830 - 0845Hrs  Registration ALL
0845 - 0950Hrs  Prayer Volunteer
0850 - 1000Hrs  Data Cleaning in excel + Practical Kudzai Mafune
1000 - 1030Hrs  HEALTH BREAK
1030 - 1230Hrs  Taxonomy Check in Catalogue of life, GBIF Parsing +
                 practical - Kudzai Mafune
1230 - 1330Hrs  LUNCH
1330 - 1615Hrs  Geo-referencing in GEOLocate + practical
                 Kudzai Mafune
1615 - 1630Hrs  AFTERNOON TEA

Day 3
Master of Ceremonies: Migekeke, D

0830 - 0845Hrs  Registration ALL
0845 - 0850Hrs  Prayer Volunteer
0850 - 1000Hrs  Data cleaning in OPEN refine Kudzai Mafune
1000 - 1030Hrs  HEALTH BREAK
1030 - 1230Hrs  Data cleaning in OPEN refine + practical Kudzai Mafune
1230 - 1330Hrs  LUNCH
1330 - 1445Hrs  Geography checks, taxonomy checks in OPEN refine, Geography
                 Checks in QGIS Kudzai Mafune
1615 - 1630Hrs  AFTERNOON TEA

Day 4
Master of Ceremonies: Boepeng, M

0830 - 0845Hrs  Registration ALL
0845 - 0850Hrs  Prayer Volunteer
0850 - 1000Hrs  Overview and Practical [on everything learnt so far] Kudzai Mafune
1000 - 1030Hrs  HEALTH BREAK
1030 - 1230Hrs  Options for database to manage the data [Excel, ACCESS,
                 SPECIFCY, BIOTA] Kudzai Mafune
1230 - 1330Hrs  LUNCH
1330 - 1445Hrs  Importance of data Backup (Cloud, servers). Kudzai Mafune
1615 - 1630Hrs  AFTERNOON TEA

Day 5
Master of Ceremonies: Leguwa, M

0830 - 0845Hrs  Registration ALL
0845 - 0850Hrs  Prayer Volunteer
0850 - 1000Hrs  Data sharing Checklists, Occurrence records, sampling records
                 Kudzai Mafune
1000 - 1030Hrs  HEALTH BREAK
1030 - 1245Hrs  Data hosting platforms: GBIF, Websites and share links
                 Data papers in peer review journals Kudzai Mafune
1230 - 1230Hrs  LUNCH
1330 - 1445Hrs  GBIF IPT- and data hosting options Kudzai Mafune
1445 - 1515Hrs  Conclusion (summary/ addressing questions) ALL
1515 - 1545Hrs  Evaluation of training workshop Leguwa L.M
1545 - 1615Hrs  Closing Remarks Mrs A. Liani
1615 - 1630Hrs  AFTERNOON TEA