



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: *Babutsi. M*

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

Day 2

Master of Ceremonies: *Tswiio. M*

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

Day 3

Master of Ceremonies: *Mafokate. D*

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

Day 4

Master of Ceremonies: *Bosenyang. M*

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

Day 5

Master of Ceremonies: *Legwaila. M*

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