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# Microdata and Metadata Management

## Workshop for Government Agencies

### 2026

#### **Instructors:**

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Curriculum vitae. Training Role: Data and Metadata Management training

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Training Role: Software installations or Upgrades, and Data Administrator training

**Target group:** This workshop is for staff at government agencies who are responsible for preserving and managing the raw data they collect and report on or use for policy decisions. Government agencies must adopt international standards for managing the data they collect, to be seen as trusted sources of data. This workshop will train data managers in best practice for handling routine administrative data and data from other sources. The training will optimise data handling within the agency and enable the agency to easily and securely share data with stakeholders.

DataFirst runs the only internationally certified data repository in Africa and will share lessons learned in this workshop. The workshop covers data management through all the stages of the data Life-Cycle. It includes hands-on training in creating machine-readable metadata records for the agency's data, using open source standards-compliant metadata software. Participants will learn best practice for key field descriptions, file and dataset versioning, data citation, and the application of user feedback to enhance the quality of the agency's data products.

## **AGENDA**

### **Day 1:**

09:30 – 11:00 Statistics agency data curation life-cycle models  
11:00 – 11:30 Tea  
11:30 – 13:00 Applying the Life Cycle model to data management at your agency  
13:00 – 14:00 Lunch break  
14:00 – 15:00 Ingest, quality assessment and disclosure control  
15:00 – 15:15 Tea  
15:15 – 16:30 File naming conventions

#### *Data Platform Administration Training*

*[Concurrent training for 1 staff responsible for database maintenance and 1 staff responsible for client and dataset administration at the agency]*  
*15:15 – 16:30 Introduction to the microdata dissemination software and customisation*

### **Day 2:**

09:30 – 11:00 Data discovery – best practice examples for government agencies  
11:00 – 11:30 Tea  
11:30 – 13:00 Metadata as a discovery tool  
13:00 – 14:00 Lunch break  
14:00 – 15:00 Creating metadata records for your datasets  
15:00 – 15:15 Tea  
15:15 – 16:30 Group exercise – Describing key components of agency data

#### *IT Administrator Training*

*09:30 – 13:00 Data platform: Live demonstration*  
*13:00 – 14:00 Lunch break*  
*14:00 – 15:15 Report-backs and further platform customisation*  
*15:00 – 15:15 Tea*  
*15:15 – 16:30 Recap*

#### *Data Platform Administrator Training*

*09:30 – 13:00 Data user registration*  
*13:00 – 14:00 Lunch break*  
*14:00 – 15:15 User records management and reporting*  
*15:00 – 15:15 Tea*  
*15:15 – 16:30 Data platform software: Troubleshooting*

### **Day 3:**

09:30 – 11:00 Creating metadata for data components (continued)  
11:00 – 11:30 Tea  
11:30 – 13:00 Creating metadata (continued)  
13:00 – 14:00 Lunch break  
14:00 – 15:00 Group exercise - Describing documents and other external resources  
15:00 – 15:15 Tea  
15:15 – 16:30 Demonstration of the data dissemination platform

### **Day 4:**

09:30 – 11:00 Uploading metadata to the data platform  
11:00 – 11:30 Tea  
11:30 – 13:00 Uploading data files, documents, and other external resources  
13:00 – 14:00 Lunch break  
14:00 – 15:00 Defining access levels  
15:00 – 15:15 Tea  
15:15 – 16:30 Quality control through user feedback

**Day 5:**

09:30 – 11:00 Keeping statistics – who uses your data? For what purpose?  
11:00 – 11:30 Tea  
11:30 – 13:00 Keeping statistics - dataset quality control reports  
13:00 – 14:00 Lunch break  
14:00 – 15:00 Keeping statistics – the reporting function  
15:00 – 15:15 Tea  
15:15 – 16:30 Recap and live demonstration