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CESSDA Work Plan 2020

CESSDA Training Activities 2020

D2 Update of the Train the Trainer Package

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Executive Summary

This document describes the steps undertaken to revise the Train-the-Trainer (TtT) Package and update its content according to the current online version of the Data Management Expert Guide. 43 documents from the TtT have been revised. Among these, 16 documents have been updated, and new substantive content has been added in 5 training materials. The detailed list of updates and revisions made is provided in the spreadsheet "D2_TtT_List of updates 2020_revised". The package of revised documents completes the deliverable submission. After approval, the material will be published and promoted.

Abbreviations and Acronyms

CESSDA	Consortium of European Social Science Data Archive
TtT	Train the Trainer
DMEG	Data Management Expert Guide
SP	Service Provider

Introduction

The CESSDA Train the Trainer package (TtT) is a training resource developed under CESSDA Workplan projects between 2017-2019 and is directly connected to the CESSDA Data Management Expert Guide (DMEG). It provides four types of material: "Workshop outlines" (3 files*); "Presentations of DMEG Chapters" (9 files*); "Exercises" (21 files*); "Other Documents" (10 files*).

A revision of TtT was necessary in order to align the TtT content with the latest version of DMEG, updated in 2019.

This report briefly explains the revision process undertaken and summarizes the content updates to the CESSDA Train-the-Trainer package.

The Revision Process

The revision process consisted of the following steps:

1. The spreadsheet "D2_TtT_List of updates 2020" has been designed to guide the revision and keep track of changes.
2. The TtT material currently online has been compared to the DMEG online version. For each file, the revision evaluated the following aspects:
    a. License reported
    b. Correct citation of the Data Management Expert Guide (most of the materials in the TtT package were developed in 2017-2018 and the former title "Expert Tour Guide" had been used)
    c. Active and functioning hyperlinks
    d. Substantive content updated in DMEG during 2019
    e. Clarity of the online description of the material
3. The changes suggested deriving from this evaluation have been reported in the column D "Suggested updates" in the spreadsheet.
4. The columns F-I concern the changes made. In particular column G details the updates. Columns J-L report the internal reviews made by the Workplan Lead and agreement with the original authors of the chapters when necessary.

Summary of the Updates

The changes, which are deeply detailed in the spreadsheet, resulted in two main categories:

- *Updated files*: only small details have been updated. For example: typos corrected; hyperlinks activated; text "CESSDA Expert Tour Guide" replaced by "CESSDA Data Management Expert Guide"; outdated screenshots from DMEG webpages replaced by the corresponding current ones. These updated files have been versioned as v1.1.

- *Newly versioned files*: in addition to the small revisions described above, also new slides have been added to include updated substantive content created in 2019, mainly concerning GDPR and new data types. These updated files have been versioned as v2.0. New versions have been created for the presentations of the

chapters 2 "Organise & Document"; 3 "Process"; 5 "Protect"; 6 "Archive & Publish"; 7 "Discover". The original authors of these chapters have been contacted to discuss the updated version. Following the authors' feedback, the files have been finalized (see columns k-l in the spreadsheet). For further reference, in addition to the date of authors' feedback, the column l also indicates the name of the author who approved the new content.

Among the files already published, the document "TTT_DO_OnlineResources" has been updated and now lists 27 further online resources (webinars, videos, PDF version of the DMEG).

Next Steps

In addition to the revision and update of currently existing material, new training material developed in 2019 should also feed into the TtT package.

New presentations created in 2019 by other Service Providers (SPs) at the Train the Trainer meeting in Athens can be added to the TtT after their approval.

When both the updated TtT material and the presentation from other SPs will be approved, the whole new package will be uploaded to Zenodo. In agreement with the Training Working Group Lead, the plan is therefore to provide the package as a single object via Zenodo. At this point, the updated material will be promoted via CESSDA Training Website and CESSDA Social Media, in cooperation with CESSDA Communication Officer.

Since the updated material will be published as a whole package on Zenodo, the presentation on the CT website should change from how it looks currently.

While now the material is listed organized by type of document (presentations, exercises, etc.), sometimes it might be difficult for the user to immediately understand the content and the related DMEG chapter. As example of this, Figure 1 shows an extract concerning material for an exercise from the CT website dedicated to the TtT package.

Figure 1 Extract of TtT on CT Website

Exercises

Name	Description	Type	Size
TTT_EX_GESIS_Re-IDQual_v1.0	Example Exercise by GESIS on re-identification of qualitative data.	PDF	153 KB

Source: https://www.cessda.eu/Training/Training-Resources/Library/Training-Packages/Train-the-Trainers

The future layout still needs to be discussed and agreed with the Training Working Group Lead before publication, but it could build on the scheme proposed in Table 1. The suggestion is to provide a clearer name of the material, offer a description (similar to the one already available, eventually improved if needed), indicate the file name as it will be

shown in Zenodo (with link to the Zenodo record), and provide a short overview to indicate which DMEG chapter is covered. In addition to the zipped folder with all the material, the record in Zenodo could include a PDF file (that would then be visualized as preview, which lists all the document in a similar way as shown in the CT website.

Table 1 Proposed scheme for making the TtT material findable via CT website

Name	Description	File Name	Overview
Exercise on Re-Identification (qualitative data)	Example Exercise by GESIS on re-identification of qualitative data.	TTT_EX_GESIS_Re-ID Qual_v1.0	Chapter 5 "Protect"– Anonymization

In the immediate future no new content is planned for DMEG and, consequently, the TtT package will not need updating. Later, new exercises could be developed, in particular for chapters 1, 3, 4 that, at the moment, do not offer exercises.