



Data for Decision Makers: Data Concepts and Applications

Week 2 - Data Management and Practical Skills

Time	Mon 28 Sep Privacy and Security	Tue 29 Sep FAIR Data	Wed 30 Sep Spreadsheets	Thu 1 Oct Workflows	Fri 2 Oct Summing Up
09:00–10:30	Concepts and frameworks for data privacy, security and protection	FAIR principles of data management	The use of spreadsheets	Implementing project-based data workflows	All about technical and technological debt and how to manage it
10:30–11:00	Break				
11:00–12:30	Practical activities Data encryption using open-source tools	Practical activities Application of FAIR principles of data management	The misuse of spreadsheets	Practical activities Project-based data workflows approach	All about technical and technological debt and how to manage it
12:30–13:30	Lunch				
13:30–15:00	Practical activities Encrypting and decrypting files with keys	Practical activities Creating, storing and sharing metadata	Practical activities The effective and safe use of spreadsheets	Practical activities Setting up a file system/structure for a project-based workflow	Community of practice for data
15:00–15:30	Break				
15:30–17:00	Practical activities Key management	Practical activities Creating a FAIR implementation profile	Practical activities Spreadsheets as a data storage tool	Practical activities Setting up a process documentation system for project-based workflows	Community of practice for data