

Trainer guidance: Data prioritization, preparation and publication

Learning materials provided by the Guide on Open Government Data (OGD) Action Planning for Sustainable Development can be used for sensitization and training of government officials and other OGD actors. This document aims to provide guidance to trainers who will use the learning materials on *Data prioritization, preparation for publication* as a training module on this topic.

Module Overview		Notes
Type	Group work with short introductory lecture/presentation	Followed by Q&A moderated by facilitator
Time	120 minutes	<ul style="list-style-type: none"> ○ 10 min introductory lecture/presentation followed by group work. ○ 10 min briefing on group work methodology ○ 70 min group work. Each group has one facilitator and one rapporteur ○ 30 min reporting back to plenary
Target Participants	All groups B to F (see below)	Max 30 participants, in groups of 5 to 6 per table
Prerequisites	None	
Materials	<ul style="list-style-type: none"> ○ Data prioritization handout ○ Data evaluation sheet ○ Prioritization template 	<ul style="list-style-type: none"> ○ One laptop per group ○ One flipchart per group ○ Stickers and pens
Presentation	Slides English	Data prioritization, preparation and publication
Further reading	OGDCE Guidelines	OGDCE Guidelines

By completing this training module, participants will learn about:

- Best practice for the identification, prioritization and preparation for publication of key datasets

Group work setup

10 min	Lecture presentation on the topic - by OGD for Sustainable Development
10 min	Group work introduction
70 min	Group work - facilitated by Facilitators (please see “methodology”)
30 min	Presentation and discussion of result - by Rapporteurs (please see “methodology”)

Group work flow

Exercise 1. Data evaluation (35 min)

- Evaluate datasets using Data prioritization sheet

Exercise 2. Data prioritization (35 min)

- Prioritize datasets using Data Prioritization template

Report back to plenary (30 min)

Guiding Questions

By completing this module, participants will be able to answer the following guiding questions:

- What are steps in the process of identification, prioritization and preparation of key datasets for publication?
- What are the criteria for the prioritization of data for publication?
- How to prepare data for publication?

Expected outputs

Through this module, participants will be able to:

- Design a process for the identification, prioritization and publication of key datasets, and
- Implement the process using an iterative approach

Methodology

This module will be conducted by an expert on OGD for Sustainable Development and a group of facilitators at a ratio of one facilitator per ten participants. The expert will introduce the module and provide an overview on the methodology, learning objectives, materials to use, expected outcomes, and required documentation and reporting. The expert will then deliver a 10 minute presentation on the subject.

After the presentation, participants will split in small groups of 5 to 6 people for hands-on group work for 70 minutes. Each group will have one facilitator who will facilitate the discussions, help the group meet the learning objectives, use the materials and produce the expected outputs. Each group will have one laptop with Internet access and standard office software. Each group will nominate one group member as rapporteur. The rapporteur will take notes and capture the main discussions and outputs of group work. After the group work, the rapporteurs will summarize the discussions and present the outputs to the plenary (5 minutes for each group). The presentations from the rapporteurs will be followed by a Q&A session moderated by the main facilitator.

Target Participants

- A. Government leaders (top-level, policy/decision makers)
- B. Government specialists and technicians (mid-level, FOI officers, ICT department, statistical officers)
- C. Civil Society Organizations (CSO) representatives
- D. Independent journalists and representatives from media organizations
- E. Academia (public administration, informatics, statistics)
- F. Private Sector (ICT companies and start-ups)