

# 2018 Fellowship in-person planning

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## Objectives

- Introduce the Fellows to the School of Data methodologies
  - Create an activity plan for the duration of the programme
  - Set expectations for the programme
  - Run an initial training with the local community
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## Pre-arrival

1. School of Data Onboarding
  - a. Reference documentation
  - b. Slack Channel
  - c. Call with the new Fellows
  - d. Presentation of the coordination Team
2. Meeting with local partners

### 3 areas

- Fellowship (roadmap, how to work, deliverables)
- Work with partners (what's possible, what needs to be researched, learning about the topic)
- Data work (training, data pipeline, methodology, definitions)

## In Person Activities

### Day 1 - first half Participants: Scoda, Fellows

- Presenting School of Data network and goals in depth, past experts' work
  - Presentation of the 4 days
  - Talking about School of Data projects
  - School of Data network + examples of projects (content sprint, trainer best practices...)
  - Open Knowledge International projects (CKAN, Frictionless Data)

- How School of Data and open data fit together
- Showing work of past Fellows (openjadedata, online courses)
- Resources outside of School of Data
  - Projects that are relevant to the focus of the Fellow
  - Projects from organisations working on the topic
  - Major open data/data literacy events
  - Any other relevant resource
- Setting expectations and warning of challenges and partner expectations
  - What's achievable during the programme
  - Potential challenges
  - Best practices (reaching out to your point person if you feel overwhelmed, avoid taking on too much, learning to say no to external requests)
  - Benefits and difficulties of collaboration with partners
  - Work hour reporting / reimbursement.
  - Travel plans
- Chat with the Fellows about themselves

## Day 1 - second half Participants: Scoda, Fellows, International Partners

- Definitions we often use - 30mn
  - Open data : movement, licences, CKAN
  - Machine readable
  - Data formats
  - Data wrangling/data science/Big data
  - API
- Introduction to School of Data methodologies
  - Data pipeline
  - Data Literacy Matrix
  - Data Expedition

## Day 2 - first half Participants: Scoda, Fellows, International Partners

- Round of introduction with international partners

- Introduction to the focus topic (Open Contracting & Extractives)
- Roadmap work

## Day 2 - second half Participants: Scoda, Experts, Partners

- Roadmap work
- Review of required resources and capacity building needs

## Day 3 - first half Participants: Scoda, Experts,

- (optional) Roadmap fine-tuning
- Presentation and training on School of Data deliverables
  - online courses/modules (joint course for open contracting)
  - Blog posts
  - Event reports
  - Reporting workflow
- Training of trainer
  - Training best practices
  - What can go wrong during trainings
    - People not being responsive/shy
    - Technical issues (computer, internet)
    - Individuals of very different skill level
    - People not understanding what you want to achieve
    - People being fatigued
  - Speaking in front of an audience
    - Feedback from the training
    - Best practices and suggestions
    - Rehearsing
  - Being inclusive
    - Making sure to reach out to women or minorities
    - Creating an atmosphere some people don't talk over others
    - Finding materials that your audience can relate to
    - Being aware of breaks
    - Being aware of family life when planning events
    - Being aware of disability when choosing venues
  - Training evaluation
  - Training resources (presentation, reporting template)

- Training formats (duration, generic/advanced...)

#### Day 3 - second half Participants: Scoda,

- Training of trainer
  - Training exercise 1 (training scenarios based on the needs of local partners)
  - Training exercise 2 (teach me a tool)
  - Training exercise 3 : prepare tomorrow's training

#### Day 4 - first half Participants: Scoda, International partners, local partners/community members

- Training for community/partners (using training plan from advanced data wrangling scenario)
- Social time