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COURSE BROCHURE

Open Data Management and Publishing Training Course

29 March – 2 April 2027
Geneva

Open Data Management and Publishing Training Course

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Open Data Management and Publishing is a 1-week training course for data officers, public sector analysts and information managers who must turn internal holdings into an open data release plan. Citizens, researchers and businesses increasingly expect public bodies and utilities to publish reusable data sets, while privacy risk and poor metadata keep many releases unused. Participants at Jupiter Prime Training practise open data management and publishing from policy through to measured reuse.

Why Open Data Management and Publishing Matters Now

Three groups shape open data management and publishing today. Reusers such as start-ups, journalists and academic researchers want machine-readable files they can join with their own sources. Leadership expects published data to show transparency and to stimulate services built by others. Privacy and information officers insist that no release exposes individuals or commercially sensitive detail. Publishing well earns trust and outside innovation; publishing badly yields stale files nobody downloads, or re-identifiable records. The course rests on widely used open data principles: open by default, timely release, open formats and open licences.

Who Gains Most from Open Data Management and Publishing

- Officers who own an open data policy and decide which holdings are released
- Analysts who prepare, clean and document data sets before publication
- Information managers who maintain catalogues, metadata and retention rules
- Privacy and disclosure reviewers who approve anonymisation before release
- Portal administrators who run the publishing platform and respond to reuser requests

A ministry, municipality or utility data office gains most when policy owners, analysts and privacy reviewers attend together and agree one release workflow.

Open Data Management and Publishing Capabilities

Participants move from ad hoc uploads to a repeatable release cycle that reusers can rely on.

- Design an open data publishing policy with release criteria and exceptions — senior information owners
- Assess candidate data sets for demand, quality and disclosure risk — the release shortlist
- Apply anonymisation and aggregation techniques that keep records useful yet safe — privacy reviewers
- Specify metadata, open formats and update frequency for each release — catalogue users and developers
- Weigh open licence options and attribution terms — legal advisers and reusers
- Calculate reuse indicators from downloads, interface calls and feedback — leaders judging publishing effort

Key Open Data Management and Publishing Terms

- Open data — data anyone can access, use and share freely, published in an open format under an open licence.
- Data set inventory — a register of an organisation's data holdings, used to choose which ones to publish.
- Anonymisation — processing that removes or masks identifying details so individuals cannot reasonably be recognised.
- Metadata record — the structured description of a data set: title, publisher, coverage, format, licence and update frequency.
- Open licence — a legal statement granting anyone the right to reuse, adapt and redistribute published data.
- Reuse indicator — a measure, such as downloads or applications built, showing how published data is actually used.

Open Data Management and Publishing Day by Day

Day 1: Open Data Purpose and Publishing Policy

- Open by Default Principle and Its Exceptions — Setting Release Boundaries
- Reuser Groups and Demand Signals — Who the Releases Serve
- Publishing Policy Structure and Roles — Accountability for Each Release
- Data Set Inventory Building — Seeing What the Organisation Holds
- Release Prioritisation Matrix — Balancing Demand, Effort and Risk

Day 2: Data Set Selection and Anonymisation

- Disclosure Risk Assessment — Spotting Direct and Indirect Identifiers
- Aggregation, Suppression and Banding — Protecting Small Counts
- Pseudonymisation and Noise Addition — Utility Versus Re-Identification Risk
- Commercial Sensitivity and Security Screening — Withholding With Stated Reasons
- Sign-Off Checklist for Disclosure Review — Documenting the Release Decision

Day 3: Metadata, Open Formats and Quality

- Metadata Record Fields and Vocabularies — Making Data Sets Findable
- Open File Formats and Machine Readability — Choosing Comma-Separated, Spatial or Interface Delivery
- Data Dictionaries and Unit Definitions — Preventing Reuser Misreading
- Quality Statements and Known Limitations — Honest Fitness-for-Use Notes
- Update Schedules and Version History — Keeping Releases Current

Day 4: Licensing, Portals and Measuring Reuse

- Open Licence Choice and Attribution Terms — Clarity for Commercial Reusers
- Portal Catalogue Structure and Search — Helping Reusers Find Releases
- Application Interfaces Versus Bulk Downloads — Matching Delivery to Demand
- Reuser Feedback and Data Requests — Steering the Next Releases
- Reuse Indicators and Impact Stories — Showing Value to Leadership

Day 5: Practising the Open Data Release Plan

- Inventory Shortlist From Participant Holdings — Applying Day 1 Prioritisation
- Disclosure Review of a Chosen Data Set — Applying Day 2 Techniques
- Metadata and Format Specification — Applying Day 3 Standards of Description
- Licence, Portal Listing and Reuse Measures — Applying Day 4 Choices
- Open Data Release Plan Completed and Peer Challenged — Ready for Approval

Applying Open Data Management and Publishing After the Course

- Build or refresh the data set inventory for one department and score each holding with the release prioritisation matrix.
- Run a disclosure risk assessment on the highest-priority data set and publish it with a full metadata record and open licence.

Open Data Management and Publishing Questions FAQ

What is open data management and publishing and why does it matter now?

Open data management and publishing is the practice of choosing, protecting, describing and releasing data sets for anyone to reuse. It matters now because reusers expect machine-readable releases while privacy expectations make careless publication costly.

Which roles gain most from open data management and publishing training?

Data officers, public sector analysts and information managers gain most. You benefit if you decide what is released, prepare files for publication or run the portal that reusers rely on.

How does open data management and publishing differ from a data protection course?

Open data management and publishing focuses on releasing data safely and usefully. A data protection course centres on lawful handling of personal records instead.

What do you bring back from open data management and publishing training?

You bring back a release plan for your own holdings. It covers a prioritised shortlist, disclosure review, metadata, licence and reuse indicators.

Open Data Management and Publishing: The Way Forward

The open data release plan first informs which data sets go live in the next publishing cycle. Policy owners approve it; analysts and portal administrators carry it out. After the first releases, revisit the prioritisation scores against actual reuse, because demand often differs from what an organisation expects.