12:30	Lunch and Networking	
13.30	Selection and Appraisal Managing data requires time and effort. To make sure that your resources are being used to best effect, you need to clearly identify which data has value and justifies your investment. This session will investigate some of the issues involved with selection and appraisal of data to help you determine what data you will commit to managing and curating for the longer-term.	Joy Davidson, DCC
13:45	Selection and appraisal exercise Using a sample collection of research outputs from a fictitious project, groups will identify which data should be kept and which are less important for long-term curation.	Facilitators: Joy Davidson, Sarah Jones
14.10	Managing ethical and sensitive data This session will introduce participants to the range of issues that need to be addressed, often early on in research, when planning to submit research data to a data centre or archive for longer term curation and preservation. Particular emphasis will be placed on ethical and legal aspects of data sharing and documenting and formatting data.	Louise Corti, UK Data Archive
14.30	Data cleaning exercise The session will include a practical group exercise based on the UK Data Archive's guidance.	Facilitators: Louise Corti, UK Data Archive
15.00	Coffee Break	
15.30	Introduction data management policies This session will introduce participants to the range of internal and external factors that need to be considered when developing effective and implementable data management plans.	Sarah Jones, DCC
16.00	Group exercise Participants will work to complete relevant sections of a DMP for a fictional project.	Facilitators: Joy Davidson, Sarah Jones, and Martin Donnelly, DCC
16.30	Introduction to DMP *Online* toolkit and demo	Martin Donnelly, DCC
17.00	Wrap-up and close	Joy Davidson, DCC