

Session outline: Training session to Zambia National Research Repository institutional administrators

Date and time:	Wednesday 9th October 14:00–15:30 Thursday 10th October 15:00–16:30 Friday 11th October 11:00–12:30	Venue:	Google Meet (https://meet.google.com/pth-qhhe-sbs)
		Organiser:	Fjelltopp, in collaboration with MOFNP
Experts:	Taavi Erkkola (capacity building), Chas Nelson (technical expert), Moses Simuyemba (capacity building, research and innovation)		

Overall objective:

As a result of the session, the participants (administrators in different organisations)

- Know the main features of the Zambia National Research Repository and can use them;
- Know their role as organisation administrators and be able fulfil their primary functions (data management and curation, compliance and ethics, outreach and engagement).

Time in minutes	Topic	Objectives for the participants	Presenter
10	Introduction to the session and the participants; setting objectives	Understanding the purpose of the session and setting expectations	Taavi E.
30	Presentation on the Zambia National Research Repository platform <ul style="list-style-type: none"> - Navigating the platform - user role (15 min) - Managing an organisation - administrator role (5 min) - Uploading and modifying new research - administrator role (10 min) 	Be able to use the platform, know how to enter research, and how to manage an organisation.	Chas N.
15	Role of the administrator <ul style="list-style-type: none"> - Administrator's task list; - Workflow and collaboration with others 	The administrator role is described and understood	Taavi E.
5	Setting targets on data entry	Clear vision on adding research content to the repository	Taavi E.
30 max.	Q&A - discussion		All