

# Fugro Data Solutions



For your NDR road map to success.....  
..... Ask Fugro



## National Data Repository Training Courses

Gathering and organising your national dataset has numerous benefits but is a large and complex task requiring many specialist skills and functions. Fugro Data Solutions, with over 20 years experience of data management for international E&P companies and organisations, has developed a number of training courses that together provide a road map to success.

### Course Title: **NDR Operation & Daily Activities**

**Course Aim:** The success of an NDR relies not only on good initial design but on continuous smooth and efficient operation. This course, taught through lectures, group exercise and case studies, introduces the daily activities of an NDR and how to get them right, first time and every time. The course runs as a sequel to our 5 day 'NDR Initiation & Setup' course.

**Who Should Attend:** The course considers the more operational aspects of maintaining an NDR and is aimed towards personnel working in an NDR environment, inclusive of Operational Managers.

### Course Content:

Topics covered during the 5-day course include:

- ☉ NDR Overview
- ☉ Operations Management
- ☉ Project Management & Monitoring
- ☉ Data Receipt & Sorting
- ☉ Data Cataloguing & Metadata
- ☉ Data Loading & (Re)Processing
- ☉ QC & Data Audits
- ☉ Data Access
- ☉ Data Archiving
- ☉ Data Requests
- ☉ Licence Rounds
- ☉ Data Rooms

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## Course Details:

● **NDR Overview** and recap – considers the purpose and function of an NDR from the perspective of all operational managers and personnel working within the NDR environment.

● **Operations Management** – how to provide an operating environment that permits the effective performance of all expected data management activities. Reporting, workload monitoring, work allocation and use of a service delivery management system.

● **Data Receipt & Sorting** – provides information governing the receipt, delivery, status, harmonisation and reclamation of data and introduces the KID concept: Knowledge - Information - Data.

● **Data Cataloguing & Metadata** – practical considerations including cataloguing of data, use of barcodes, QC/QA, project environments and metadata standards.

● **Data Loading and (Re) Processing** - provides information pertaining to the data management environment and examines data loading procedures, requirements and data approval processes. The resources and processes involved are examined in Data (Re) Processing including project workflow, preparation, data validation & verification, digitising and auditing.

● **QC and Data Audits** – introduces audit stages, quality control of data and the importance of periodic data health checks to verify content and ensure data quality.

● **Data Access** – looks at permissions management and data access control including data entitlements, specialisms and data geography.

● **Data Archiving** – examines archive management and archive facilities, SOX compliancy, retention, review and destruction of data, and provides information regarding data transcription and the use of industry standard media types.

● **Data Requests** – deals with data requests, rights governing the data and data return policies.

● **Licence Rounds** – provides a comprehensive and practical guide to Licence Round evaluation, confirmation, data packages, web portals, and licence agreements.

● **Data Rooms** – addresses practical issues including appropriately selected facilities, online viewing resources, data formatting, handling and administrative considerations and requirements.

The course is highly interactive in nature and is taught through a variety of methods including lectures, examples, group and individual projects and discussion. Participants are encouraged to think through and explain their organisation's particular issues so that these can be explored in greater depth.

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If you would like further information then please contact us

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