PHIRI
Population Health Information Research Infrastructure

Metadata template for existing training materials and courses

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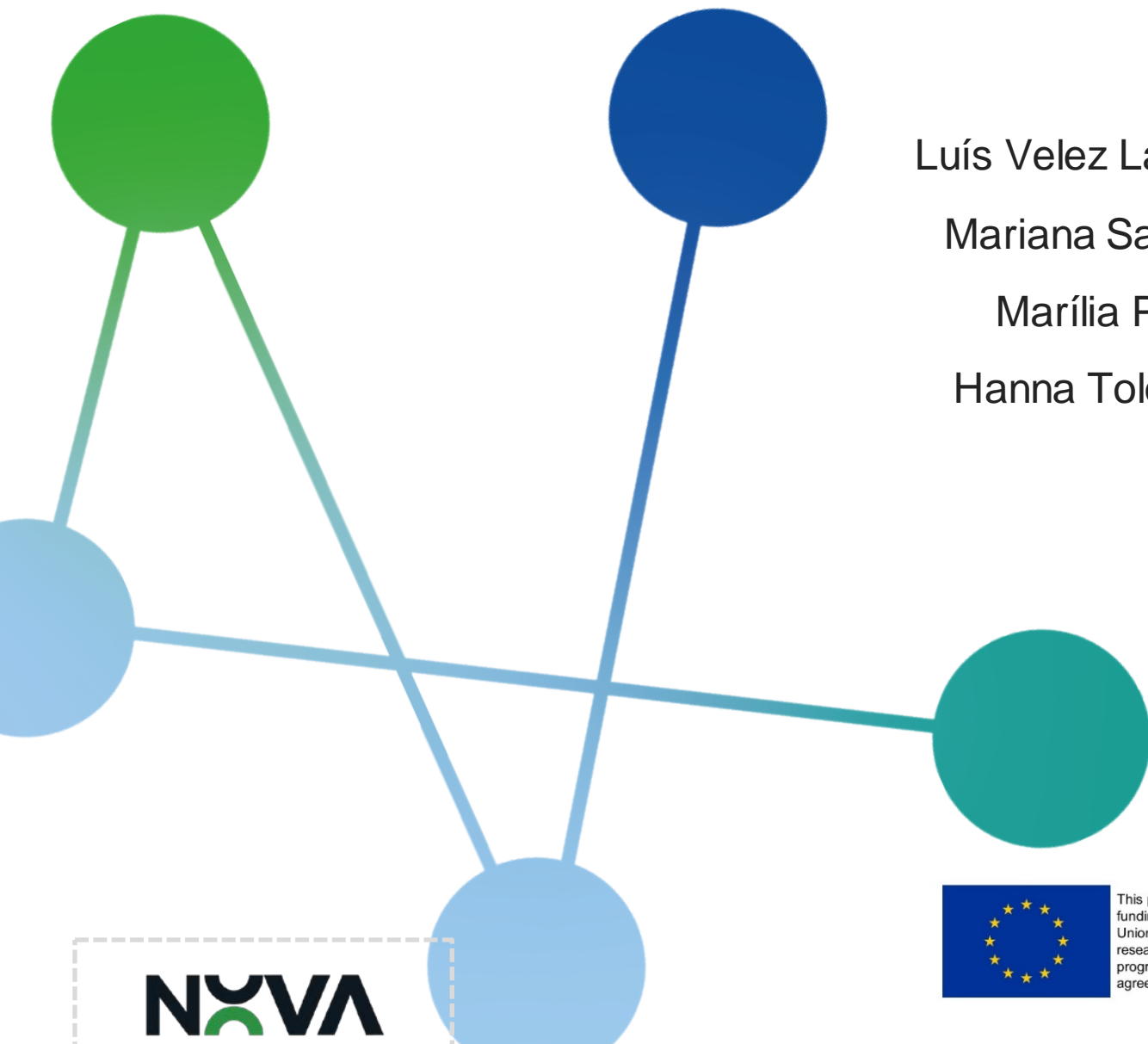Mariana Santos

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Executive summary

This report presents the metadata framework for capacity building.

The PHIRI Health Information Portal will present Capacity Building Information based on this metadata framework, which is also aligned with other components of the portal.

The example of the capacity building imitative under INFACT, the 1st European School on Health Information was used to demonstrate how the metadata should be used.

The metadata model will be improved and updated until the end of the project.

Key points

A catalogue on capacity building is presented here to be fed into Task 4.1 FAIR Catalogue, and it will be made available through the portal.

The Health Information Portal will adopt a common metadata reporting standard to describe population health capacity building initiatives retrieved through the PHIRI activities and in collaboration with PHIRI partners.

This will facilitate the access to capacity building initiatives, COVID-19 related courses for both policy-making and research in and across Member States.

By the end of the project, the capacity building metadata will be reviewed and updated.

PHIRI: WP4, Metadata template for existing training materials and courses

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I. Introduction

The task 4.4. aims at contributing to the preparation of a catalogue on population health and covid-19 capacity building. It also includes to make an overview of existing training materials and courses on COVID-19 population health related issues. This overview should be based on the health information metadata. It will cover both European and non-European (e.g. CDC and Coursera) materials and address different languages. The PHIRI portal will present capacity building information, updated list of courses (and access links for application, etc.) from different European organizations.

A catalogue on capacity building is presented here to be fed into Task 4.1 FAIR Catalogue, and it will be made available through the portal.

The metadata template was developed and adapted according to the metadata guidelines of the Consortium of European Social Science Data Archives (CESSDA) [1], that classifies metadata components in 4 groups: a) Descriptive (provides information on the intellectual content of a data collection); b) Administrative (includes information that helps archives and repositories ingest and manage data for preservation); c) Structural (concerns physical or logical links between objects or between parts of a complex object); and d) Technical metadata (gives information about file formats, file size, encoding, or storage). Examples regarding population health information capacity building are type of course, topic, objectives, language, platform, training and partner institutions, etc.

The maintenance of the catalogue will be done through a brokering system, on a monthly basis (it also includes a real-time approach by linking with key training partners like WHO and ASPHER, Universities, Public health Institutes, etc.), while keeping in contact with the other WP's capacity building initiatives. Additionally, this portal also presents the various capacity building work and programs within PHIRI WPs, ensuring their alignment and complementarity.

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II. Metadata template

Nr.	Element	Description	Proposed taxonomy/ ontology/ control vocabulary/ defined list of terms
1	Last updated	Date when this information was last updated	ISO 8601
2	Country	Country in which organization is registered	ISO 3166
3	Country or list of participating countries	Name of the participating country/countries in English	Predefined list
4	Geo-coverage	Regional/National/International	Predefined list
5	Coordinating institute/organization in English	Name of the institute in English	Predefined list
6	Coordinating institute/organization	Name of the organizing institution (original Language) and Acronym	List of organizations and possibility to add a new one if not on the list
7	URL of the coordinating institute/Organization	URL of the website of the coordinating Institute/Organization	URL
8	Acronym of the coordinating institute/ Organization	(if available)	Free text
9	Contact person for the capacity building	Name, surname, title	Free text
10	Contact info	Address/email/phone	Address/email/pho ne
11	URL of the capacity building	website link of training/course/capacity building	URL
12	Governance and legal framework	Brief description of the organization (University/Institute/International Organization); Brief description of the course lecturers (if available)	Free text
13	Description	Summary description of the training or capacity building initiative (topic, target, objectives, organization, etc.)	Free text
14	Identification of the capacity building	Title of the Capacity Building Initiative	Free text
15	Abbreviation Name	Identification for recurrent training/school	Free text
16	Type	Specify the type of capacity building: Seminar/Webinar, Workshop, One day Course, One-Week course, European School on Health Information, Speciality course, MOOC, Tutorial/Mentoring, asynchronous, etc.	Predefined list
18	Topic	Define the topic(s) of the training/capacity building activity (Health Information HIS, HES, GDPR, Data collection, Data presentation, Policy Translation, Interoperability, Modelling,	Predefined list

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Nr.	Element		
		Leadership, Infodemics/communication, Forecasting/Scenarios, preparedness, Covid-19 Population Health issues, etc.)	
19	Language	English, or MS own languages	ISO 639-1 Code or name of the language in English
20	Access/Application	Brief description of rules and procedures needed to apply to participate in the capacity building (requirements, documentation, etc.)	Free text/URL
21	Publication date	Date of course/capacity building launch	ISO 8601
22	Date of the Activity	Starting and ending date	ISO 8601
23	Timetable of the Activity	Starting and ending time	ISO 8601
24	COVID-19 related material	Brief description of the relation between the training/ capacity building objectives to the COVID-19 pandemic	Predefined list
25	Keywords	List of the key words identifying the capacity building initiative	Predefined list/MeSH terms
26	Target group	Brief description of the capacity building target participants (students, experts, junior specialists, public health, etc.)	Predefined list
27	Size of the class	Number of participants allowed to participate in the training/capacity building initiative	Numeric
28	Capacity building venue or URL of the venue (and how to get there)	Website link with the capacity building initiative venue (if available)	URL

III. Example of one filled data entry

Take one example and fill-in the proposed metadata template with relevant information.

Nr.	Element	Output
1	Last updated	2021-01-28
2	Country	Portugal, PT, POR
3	Country/ list of participating countries	European Members States
4	Geo-coverage	Europe
5	Coordinating institute/organization in English	NOVA University of Lisbon/INFACT Joint Action on Health Information
6	Coordinating institute/organization	Universidade Nova de Lisboa (UNL)
7	URL of the coordinating institute/Organization	www.inf-act.eu
8	Acronym of the coordinating institute/ Organization	INFACT

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9	Contact person for the capacity building/ training	Luís, Lapão, Professor
10	Contact details for contact person	Universidade Nova de Lisboa, Rua da Junqueira 100, Lisbon, Portugal/luis.lapao@nms.unl.pt/+351937234449
11	URL of the training/ capacity building initiative	https://health-information.primarycareinnovation.org/
12	Governance and legal framework	INFACT/Universidade Nova de Lisboa/DGS; Lectures from European Universities and Public Health Institutes, from INFACT, WHO, EUROSTAT, INSA
13	Description	The 1st European School on Health Information aims at addressing fundamental Health Information tools and methods used by public health professionals and, likewise, to contribute to the European Health Information Training Programme and Strategy, with a clear example of a course that could be offered by InfAct and by a Distributed Research Infrastructure on Population Health (DIPoH) in the future, contributing to a sustainable improvement of capacity and equity in Europe.

The course topics were selected aiming to contribute for the convergence in using European standard methods and will be based on HI fundamentals, plus innovative contributions from the InfAct work packages and experts.

This first European School on Health Information will also provide additional information for further improvement of the Programme. Additionally, this first course will enable to collect important information, which will help designing the roadmap for health information equity and sustainability. |
14	Identification of the capacity building	European School on Health Information:
15	Abbreviation of the Capacity Building	ESHI2020
16	Type	One-Week course (European School on Health Information)
18	Topic	Health Information Training Course on Health Examination Survey: From Data Collection to Policy Dialogue and Translation
19	Language	English
20	Access/Application	Junior Public health professionals working on population health information research and national initiatives from European Member States.
Application implies to send a letter of intensions and the cv to the email of the European School on Health Information,
21	Publication date	2020-05-20
22	Date of the Activity	2020-10-05

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23	Timetable of the Activity	From 08.00 to 16.00 (UTC)
24	COVID-19 related material	The course addresses several aspects related with COVID-19 (list): Health information systems, data sources, metrics and indicators, Health data analysis and interpretation, Interoperability and Data protection (GDPR) and Infodemics
25	Keywords	Population Health information, Health Examination Survey, Data protection, GDPR, Health Information Systems
26	Target group	- Professionals working in health information related context for more than 2 years: Health Researchers Health Information Specialists, Epidemiologists Statisticians, Economists, Health Professionals - National and international members of Health information institutions - Junior health professionals aiming to obtain a training specialization in health information
27	Size of the class	25
28	Capacity building venue or URL of the venue (and how to get there)	https://health-information.primarycareinnovation.org/

IV. Link with other metadata templates to be used in the Health Information Portal

The list of metadata proposed for the collection of information and descriptions of population health information capacity building initiatives related to the SARS-CoV-2 virus pandemic and non-pharmaceutical interventions conducted in the European countries, present some synergies with the lists of metadata proposed for other metadata templates regarding other topics related to COVID-19 disease.

The other metadata templates that will be elaborated and provided in the framework of the PHIRI project focus on the collection of information on National Nodes, Research Networks, FAIR (Findable, Accessible, Interoperable, Re-usable) catalogues (focused on routine data collections), Training materials, Guidelines, Publications, and ELSI (Ethical, Legal and Social Implications)

Here following, specific elements or group of elements of population health information capacity building initiatives description that link with the other mentioned metadata templates.

- Descriptive metadata (e.g., Country/ list of participating countries, Geo-coverage, Coordinating institute/organization, URL of the coordinating institute/organization, Acronym of the coordinating institute/organization, Contact person for the population health information capacity building initiative, Contact details for contact person) are basically common to most all the other metadata templates (details in the table below);

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- URL of the population health information capacity building initiative can be linked to the National Node and Research Network metadata template

- Governance and legal framework can be linked to the National Node metadata template;

- Description (topic, target, organization, objectives, etc.), if organised a summary, can be linked to the same metadata in Guidelines, Publications, ELSI;

- Name of the population health information capacity building initiative can be linked to the National Node, Research Network, FAIR catalogue, Publications metadata templates;

- Abbreviation of the population health information capacity building initiative can be linked to the Research Network metadata template, either via the capacity building organization or via the lecturers' affiliations;

- Topic of the population health information capacity building initiative can be linked to the similar metadata in FAIR catalogue, population health research, Guidelines, Publications, ELSI metadata templates;

- Language can be linked to the same metadata in FAIR catalogue, population health research, Guidelines, Publications, ELSI metadata templates;

- Access/application can be linked to the same metadata in FAIR catalogue metadata templates;

- Publication date (capacity building initiative) can be linked to the same metadata in FAIR catalogue, Guidelines, Publications metadata templates;

- COVID-19 related material element can be linked to National Node, Research Network, population health research, Guidelines, Publications

- Key words for population health information capacity building initiative element can be linked to the same elements in all the other metadata templates;

- URL of the population health information capacity building initiatives description (if available) element Research Network, FAIR catalogue metadata templates;

Table 1 - Summary table reporting possible links between the elements of 'COVID-19 population health information capacity building initiatives' metadata template and the other metadata templates

Element of 'COVID-19 population health information capacity building initiatives	Links with other metadata templates
Country/ list of participating countries	National Node, Research Network, FAIR catalogue, Publications
Coordinating institute/organization	All metadata templates
Geo-coverage	Research Network, FAIR catalogue, Guidelines, Publications, ELSI
URL of the coordinating institute	All metadata templates
Acronym of the coordinating institute	All metadata templates
Contact person for the population health information capacity building	All metadata templates
Contact details for contact person	All metadata templates
URL of the population health information capacity building	National Node, Research Network
Governance and legal framework	National Node
Description (target population, objectives, etc.)	Population Health Research, Training materials, Guidelines, Publications, ELSI

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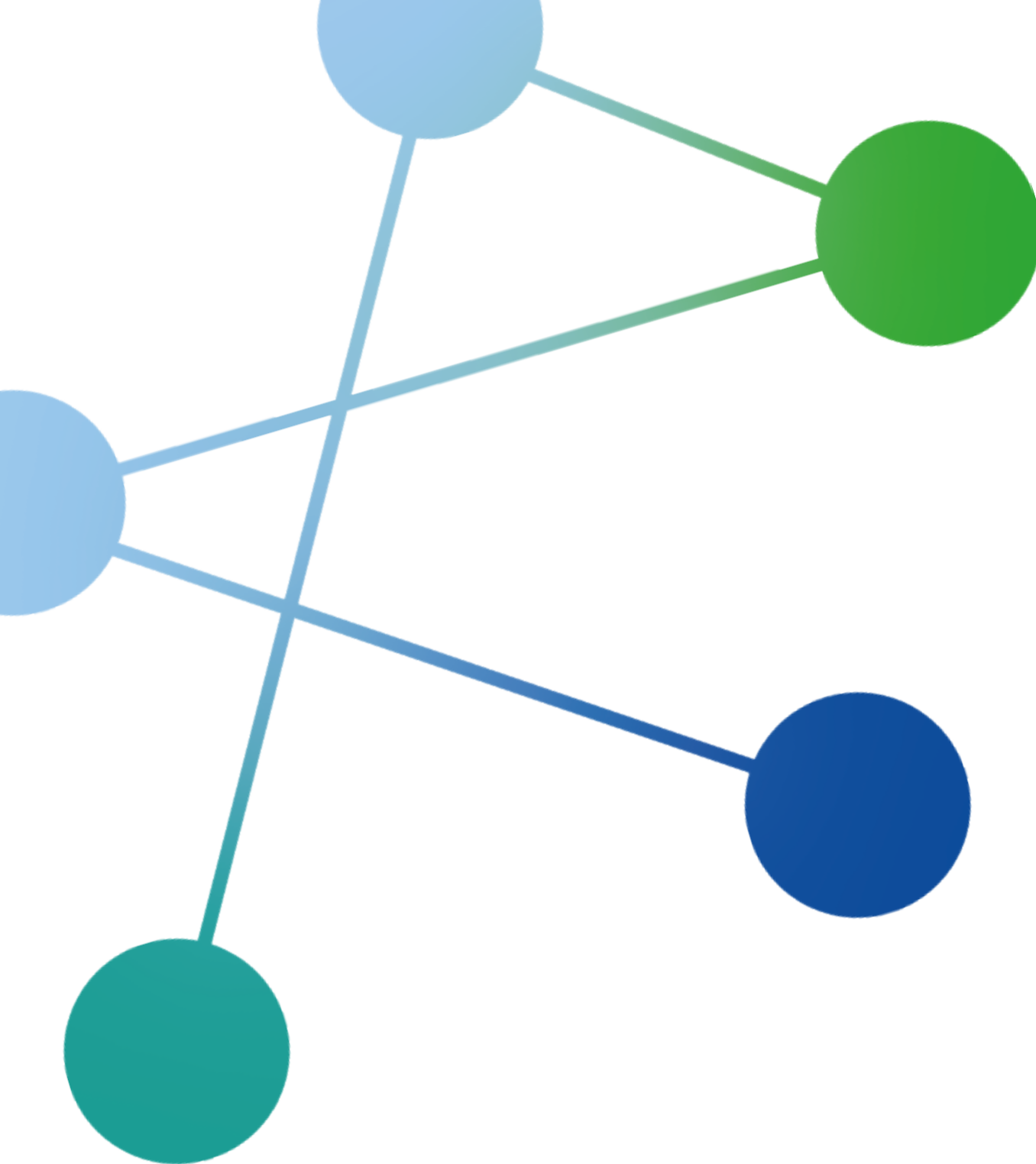|	
Name of the population health information capacity building	National Node, Research Network, FAIR catalogue, Publications
Abbreviation of the population health information capacity building (ID Capacity Building)	Research Network, National Nodes
Type of the population health information capacity building	Research Networks, National Node, FAIR catalogue, Publications
Topic of the population health information capacity building	FAIR catalogue, Training materials, Guidelines, Publications, ELSI
Language	FAIR catalogue, Training materials, Guidelines, Publications, ELSI
Access/application	Research Network, FAIR catalogue
Publication date	FAIR catalogue, Training materials, Guidelines, Publications
COVID-19 related material	National Nodes, Research Network, Population Health Research, Training materials, Guidelines, Publications
Key words for population health information capacity building	All metadata templates
Target participants (general/specific)	National Nodes, Research Networks, Training Materials
Size of the class	Training Materials
Main objectives of the capacity building	National Nodes, Research Networks, Training Materials
Capacity building venue or URL of the venue (and how to get there)	Research Network, FAIR catalogue

V. Conclusions and recommendations

The Health Information Portal will adopt a common metadata reporting standard to describe population health capacity building initiatives retrieved through the PHIRI activities and in collaboration with PHIRI partners (OECD, ASPHER, WHO, etc.). This will facilitate the access to capacity building initiatives, COVID-19 related courses for both policy-making and research in and across Member States.

By the end of the project, the capacity building metadata will be reviewed and updated.

References

1. CESSDA: Documentation and Metadata. https://www.cessda.eu/content/download/498/4475/file/CESSDA%20User%20Guide%20for%20 digital%20preservation4_Documentation_Metadata.pdfAppendices;

2. INFACT: www.inf-act.eu

3. https://health-information.primarycareinnovation.org/

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