Publishing 101

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Agenda

1. Introduction
2. Breaking the ice - Polls
3. Setting the scene - Presentations
4. Break-out rooms:
   a. First Aid Group - I want help
   b. Discussion Group - I want to discuss how to help
5. Wrap-up and closing
Introduction

Purpose

● How to support (relatively) new Publishers in the first step of the IATI journey?
  ○ Possible outcome: 1) Source ideas to better guide new Publishers, e.g. through a Newbies Corner on IATI Connect; 2) This is not a stand-alone session: follow-up later in the year
  ○ One-pager with existing resources

Set-up and logistics

● 55 minutes: informal, informative and interactive
● Different ways of interacting: drop your comment in the chat box several Zoom-polls and break-out rooms
Poll

What type of organization are you working for?
Poll

How much experience do you personally have in IATI?
Choose which break-out group you want to attend later:

ROOM 1: I need help!
ROOM 2: I want to discuss how we can best help new publishers
Setting the Scene

Before break-out groups, some **context**:

**Presentation #1** - Common challenges for new Publishers

**Presentation #2** - Common tips to help you publish

Drop your comments into the chatbox
Publishing to IATI - Where to begin?

- For new and potential publishers, IATI can certainly be overwhelming.
- There are several tools and resources to help you on your publishing journey.
Common challenges for new publishers

- What should I publish?
- My donor has asked me to publish. What do I do next?
- I don’t know where to start!
- I’m not a technical person!
- What is Org-ID? How do I get one?
- How do I view my published data?
- How do I set up my account?

#iatiVCE
Publishing flow Infographic
Accessible through IATI Connect: iaticonnect.org/publishing-flow

1. Get familiar with how published IATI data is structured. Understand the elements and codelists. Look at d-portal and Datastore to see how published data is presented.
2. Find your Organisation ID - you will need this to create your IATI account. Search the Org ID website for your organisation's registration agency.
3. Register on the IATI website. You will need a user account and a publisher account for your organisation.
4. Choose the publishing tool that you will use to publish your data from the list on the IATI website.
5. Decide what data you will publish (some donors have specific requirements).
6. Prepare your data. You will need to create an Organisation file and an Activity File. Published data is in XML format (some of the publishing tools convert it for you).
7. Publish your data.
8. Take a moment to check for any data validation errors. Your publishing tool might highlight these, but you can also check using the IATI Validator.
9. Check IATI Registry to see your data. You can also check d-portal 24 hours after you publish.
10. Improve and update your data. This ensures that it will be useful for other organisations and data users. Use the IATI Dashboard or see how other organisations have visualised IATI data.
Step by Step Publishing flow

1. Explore Data
Learn how IATI data is structured. Understand the elements and codelists. See how published data is presented on d-portal and Datastore.

2. Find Org-ID
You will need this to create your IATI account. Search the Org ID website for your organisation's registration agency.

3. Register
Register on the IATI website. You will need a user account and a publisher account for your organisation.

4. Choose a tool
Choose the publishing tool that you will use to publish your data from the list on the IATI website.

5. Select data
Decide what data you will publish (some donors have specific requirements). Also consider the usability of your data for other users.

6. Prepare data
Create an Organisation file and an Activity File. (XML format).

7. Publish!
Publish your data to IATI.

8. Validate
Check data for validation errors. Some publishing tools do this, you can also check using the IATI Validator.

9. Verify
Check IATI Registry to see your data has published successfully. You can also check d-portal 24 hours after you publish.

10. Improve
Improve and update your data making it useful for other data users. See IATI Dashboard for examples of visualised IATI data.
Top Tips to help you publish to IATI

1. Ask for help! Email the support Helpdesk at any time for publishing guidance.

2. Register a user and publisher account on the IATI Registry (have your Org-id ready).

3. Check the donor publishing requirements (if applicable).

4. Prepare your data and choose a publishing tool. Create an account with the publishing tool provider as well if necessary.

5. Explore d-portal for examples of published data.

6. Consult support guidance from publishing tool providers, or 3rd party organisations (such as Aidstream or BOND).

Bonus tip!
Seek help and advice by joining the IATI Newbies Corner via the following link: https://iaticonnect.org/newbies-corner/stream
Break-out rooms: Kick-off

1 Purpose, 2 Groups

- **1 purpose:** How to support (relatively) new Publishers in the first step of the IATI-journey?

- **2 break-out groups:**
  1. **First Aid Group** - I need help
  2. **Discussion Group** - I want to discuss how we can best help new publishers

Wrap-up: Sharing outcomes
BREAK-OUT TIME
Break-out rooms: Wrap-up

Sharing key takeaways from the **break-out rooms**

1. **First Aid Group** - I need help

2. **Discussion Group** - I want to discuss how we can best help new publishers

Wrap-up and Closing

- **Follow-up activities** -- request-to-join IATI's Newbies’ Space and access resource one-pager