**DDI Glossary Working Group**

Wednesday 12 January

0900-1000 (US Eastern)

Join Zoom Meeting

<https://us06web.zoom.us/j/83090594507?pwd=M0pHdi9uWW9vcVZHY2hQVUpNcUlQUT09>

Meeting ID: 830 9059 4507

Passcode: 724077

Present: Dan Gillman, Valentin Brunel, Jane Fry, Nathalie Gendron, , Arofan Gregory, Laura Malloy, Flavio Rizzolo

Regrets: Barry Radler, Steve Richard

Chair: Dan

Notetaker: Jane

To evaluate the current DDI Glossary. There are several issues:

1. Which terms currently in the glossary do we keep
2. Which terms are not appropriate
3. Do we want to use the structure of the web site as it currently is, or should we modify it

Agenda:

1. Housekeeping
	1. Note-taker this week (Jane)
		1. Will go alphabetically
		2. Take them in whatever format and then forward them to the group afterwards
	2. ?? location of notes from mtgs
	3. Are these to be working or administrative meetings?
		1. working
2. Questions
	1. Purpose of the Glossary?
		1. For beginners
	2. Will we be following the ISO 704?
		1. Yes, especially clause 6 on Definitions
		2. Gives common-sense rules on writing good definitions and not bad ones
		3. To be used as a guideline and apply it as needed
		4. Does not address the content of the definition
		5. Do not want to have to go back and retrofit later on when we update it
	3. Will we be having a correspondence table – yes!
		1. For synonyms, e.g., crosswalk
	4. Review of our mission statement that Steve Richard started for us
		1. See past emails
		2. ACTION: Put this on our Confluence site
3. Review of current DDI Glossary
	1. Terms
		1. Dan sent around a list of suggestions to be kept from the original list
		2. Need a criteria on what terms to include
			1. These criteria should be mentioned at the top of the page
			2. If the term can be googled and there is an authoritative definition, then it does not have to be included here
		3. Have to remember that not everyone uses the latest DDI version, so it is important to keep definitions that apply to older versions of DDI
		4. Do we need the prefix DDI for certain terms?
			1. To be decided later
		5. Some terms will have 2 definitions
			1. One for the product, one for the activity
				1. Eg. Controlled vocabulary
	2. Need to remember about definitions used differently in different domains
		1. See UN ECE classification
			1. <https://sdmx.org/wp-content/uploads/03_sdmx_cog_annex_3_smd_2009.pdf>
	3. OECD Glossary of terms
		1. Good examples of describing context of terms
		2. <https://stats.oecd.org/glossary/>
	4. **ACTION** – Dan will send out the updated list and we will continue with the letter E at the next mtg
4. Web site – to be discussed later
	1. Structure
	2. Who will update the website?
		1. Jane has offered to be the contact with ??? at ICPSR
5. Next Mtg
	1. Wed Jan 26, 09.00-10.00 ET
	2. **ACTION ALL:** Keep working on the Glossary – we finished with the letter D