# DDI CVG Meeting Minutes 2021 – 2023

## DDI CVG Meeting Minutes, 22 April 2021

1. (Type of) Translation Method vocabulary.
* We review the definitions, change “one translator” to “a single translator” and all definitions are approved
* Regarding such terms as “adaptation” and “harmonization”, which relate to the translation process, we decide that they would apply to different variants (national, or regional dialects) of the same main language. While they would be difficult to incorporate in our current CV, we should perhaps make a note at CV level (definition or note) of the fact that we are only covering translations from one individual language to another, and do not cover adaptations or harmonizations among variants of the same “main” language.

Action point: Sanda, Lisa, Sharon, Hilde and Alex will each try to come up with text for the CV definition and potential note, and we will look at these in our next meeting.

1. We did not examine in detail the comments still entered in the spreadsheet, mainly from GESIS.

Action point: We plan to review those together next time.

1. Clarification of DDI 3.3 specs around TranslationMethod:
* Translation Method itself is repeatable to accommodate entry of “multiple methods” (from inline documentation). We think the terms in our CV kind of exclude one another, but otherwise ok, we don’t have an issue with repeatability.
* TranslationMethod has two subelements: TypeOfTranslationMethod (codeValueType) and Description. Within Description, in <Content>, text may be entered in multiple languages. So that’s where multilinguality is supported.
* Regarding the connection (reference) to an instrument, or question that the TranslationMethod might apply to,
	+ Developed objects (Instrument, Question, MeasurementItem, ControlConstruct) all have a DevelopmentResultsReference
	+ So, the chain from the Instrument or Question is:

Developed Object (i.e., Instrument, or Question) --> DevelopmentResults --> DevelopmentPlan / DevelopmentActivity (TranslationMethod is part of TranslationActivity, which is a Development Activity.)

1. Action point from last month: Sanda has yet to contact TC and Oliver about the status of the tools built to transfer over the CVs from the CESSDA site to the DDI Alliance site.
2. Action point: We found a problem with the “edit” function in the vocabularies tool (old text disappears when clicking on edit). Taina will look into this and report back.
3. Action point: Sanda still needs to evaluate if it’s necessary to update usage info for LanguageProficiency to include Read, Write, and Speak within IndividualLanguageType, which is part of Translator requirements. She will report back to the group.

## DDI CVG Meeting Minutes, 2 March 2021

Present: Alex, Hilde, Lisa, Lorna, Sanda, Taina

1. We discuss tasks and goals for the immediate and medium-term future, to be included in a Work Plan document requested by the new DDI Scientific Board.

The results of this discussion are reflected in the separate document prepared and sent by Sanda to the Scientific Board.

1. Type of Translation Method CV.
* Has been reviewed by a translation expert from GESIS and Taina has adjusted some of the definitions according to the expert’s comments.
* We mostly review the terms today, and are in general agreement that they are appropriate.
* For TranslationMethodUnspecified, Taina points out that we have used a similar term in two other CVs (LanguageProficiency and CharacterSet) and it may be needed for those cases where content is requested in the field, but there is no source documentation available. So, this term stays in our CV.
* Two other use cases are discussed in which the act of translation is involved
	+ Adaptation (or localization, but we seem to prefer “adaptation”) in which an existing translation is edited to include terms specific to a particular region or country that uses a variant of the same language.

This can be considered a form of translation, and happens at the same point in time as the initial translation stage (from one language to another)

* + Translations harmonization in which two or more translations in different variants of a language are being examined with a goal to harmonize them as much as possible, while preserving the necessary difference.

This would happen in a second stage, post initial translation.

We still need to determine if, and how, we could mention these two activities in our CV, without affecting the general logic, which so far seems to apply to the more straightforward translations from one language to another.

* + One question that we would need to look into is whether each TranslationMethod is associated with a particular language, and how.
	+ Or, perhaps, the association is with a particular instrument that is expressed in a particular language.

Because the element is repeatable in DDI 3.3

Action point: Sanda will try to look into this.

The next step would be to look at the definitions. We will plan to do this next time.

Action point: In preparation for our next meeting, Sanda, Lisa and Lorna will review the definitions, and will come up with suggestions for improvement if necessary.

We also note that some of the observations from the GESIS expert should be addressed

by examining the DDI context for the TranslationMethod element.

Action point: Sanda will try to find out more about the status of the tool(s) built to transfer over the CVs from the CESSDA site to the DDI Alliance site. She might bring this up in the upcoming Scientific Board meeting, and after the meeting she could send follow-up emails to Oliver, Wendy, and copy the DDI-CVG group.

Next meeting: April 22, 2021 at the usual time (13:00 BST, because it will be Spring!)

## DDI CVG Meeting Minutes, 26 January 2021

Present: Alex, Hilde, Lisa, Lorna, Sanda, Taina

1. Action points from November:
* TypeOfPretestCollectionMode element has been added to the DDI 3.3 usage information in the Mode of Collection CV.
* TypeOfSample element has been added to the DDI 3.3 usage information in the Sampling Procedure CV.
* Sanda has reviewed and completed all of the CV usage references to DDI 3.3. If any errors or inconsistencies are found please let us/Sanda know.
* How do we approach the TypeOfFocusGroup element (newly introduced in DDI 3.3 in the Questionnaire development section). The issue has been described in detail in our November 2020 minutes.

*Action point for next meeting:* Lorna still has to follow-up on this, consult with Sharon; Alex will also take a look and provide his input, or consult with colleagues as well.

1. TypeOfTranslationMethod CV.

We take a look at Taina’s draft. It is suggested that we use “one translator, individual review(s)” and “one translator, committee review(s)” throughout, instead of “reviewer approach” and “committee approach”. We also consider whether the adjudication step should be reflected in the terms (right now this step is mentioned in some of the definitions) but we seem to agree that this would make the CV itself too complex/complicated.

*Action points for next meeting:* Taina will review it again for clarity and then pass it on to Alex, who will consult with colleagues and also bring his own perspective.

We plan to continue discussion on this CV at our next meeting, so the action points above are rather more urgent.

All group members are also encouraged to give some thought to this CV draft.

1. We find that the Language Proficiency CV \*is\* recommended for usage in children/sub-children of the TranslatorRequirements element; the inline documentation is not easy to navigate.

Next meeting: Tuesday, March 2, 2021 at the usual time (13:00 GMT)