# DDI CVG Meeting Minutes 2021 – 2023

## DDI CVG Meeting Minutes, 30 March, 2022

Present: Hilde, Lorna, Sanda, Taina

1. Type of Translation Method vocabulary

PDF version of final draft was sent out to the group for final approval. Sanda will wait another week or so, but if she does not hear back from people she will assume everything is fine and will publish. She may send final warning before publishing.

1. Frequency vocabulary

We spend this meeting discussing and making edits to the existing draft.
We will map to the SDMX vocabulary in the definitions of the terms, but only after we have a more advanced draft.

Many entries finalized, a few still up for discussion. Please review notes in spreadsheet.

CV tentative definition added by Sanda post-meeting on the meeting spreadsheet. Please review.

When we have a final draft, Taina, Hilde and Sharon will try to consult other data specialists, preferably familiar with other domains, to see if additional terms are necessary. This will probably happen after our next meeting.

Next meeting: Thursday, May 5, 2022 at the usual time.

## DDI CVG Meeting Minutes, 1 March, 2022

Present: Hilde, Lorna, Sanda, Taina

**Action** **points** from last meeting

1. Type of Translation Method CV. When the Vocabularies tool has been updated and is back in use, **Taina** is going to email all of the users. At that point, **Sanda** can publish the CV in the tool, then generate a PDF or HTML version and send it to the group for final review/confirmation
2. Further work has been done on the Frequency CV draft, and **Lorna** may have some additional comments. An updated draft should be available to the group soon, and will be discussed at our next meeting.

**Requested change in CVs versioning policy**

 Taina’s draft is being discussed, with pros and cons for each option.

 We end up agreeing on the following policy:

* Three digit version number
* First two digits will refer to the source language CV only.
	+ First digit change for a substantive change. Substantive changes for the source language will be considered the same as currently defined in our published policy:

[Controlled Vocabularies - Overview Table of Latest Versions | Data Documentation Initiative (ddialliance.org)](https://ddialliance.org/controlled-vocabularies)

Where code takeover, merger, split-off and breakdown will basically amount to “Code added” and “Code removed” since they all involve adding and/or removing or deprecating codes.

* + Second digit change in source language CV for non-substantive change, also as defined in the above mentioned policy.
* The third digit will indicate a new translation, or a change to an existing translation. There will be no differentiation among translations in the third digit of the version number.

If current procedure and best practices are followed, the changes in translations should never be “substantive” because translations will attempt to faithfully reflect what’s in the source language.

**Action Point: Taina** will prepare a new proposal for versioning policy, based on the group’s decision, and will submit to the interested parties. She will kindly send the proposal to the group first, just so that we are aware of what is happening.

**DDI 2.6 documentation about the use of our CVs**

Wendy Thomas has asked us where we think that the documentation about CV availability and usage should live in the next DDI-C version (2.6), currently under development.

We agreed in the meeting that we would like this kind of documentation at field level, because people rarely look at the high level documentation.
Field level would be more useful, even if the documentation can only be updated when the next version is published. Ideally of course the CVs should also be mentioned/described in the high level documentation, with the appropriate links to the entire list.

Taina has offered to email Wendy our group response, and has already done so on 3/1/2022.

We will be discussing the Frequency CV draft at our next meeting, with a goal to finalizing it.

## DDI CVG Meeting Minutes, 7 December 2021

Hilde, Lorna, Sanda, Taina

1. Action points from last meeting:
- Update usage info in CVs; Sanda has completed the following updates:

* Usage for Language Proficiency. A second module “(datacollection”) was added alongside “archive” for Read, Write and Speak in DDI 3.3.
* Usage for Contributor Role. For DDI 2.5 the element <othId> with attribute “role” were added. Previously we had been stating in error that there was no element supporting this CV in DDI-C.
* DDI plus version number was updated in all CVs to DDI-C or DDI-L plus version number.

2. Updating the DDI Alliance pages.

There was a message from Wendy Thomas to Jared Lyle (and Sanda) stating that: “
*The resolution system will allow the CV group to publish the CVs currently managed on the CESSDA system on a DDI site. The html output generated from the export can then be published on the current DDI pages. The work Colectica is doing will allow resolutions to be routed depending on the format needed....html, skos (rdf) or in a CodeList xml.*

*This work should be completed in the next few months. I don't know if you want to change to a different temporary fix than you currently have*.

**Action point:** Taina will try to find out (from Darren?) how this work on the resolution system will allow us to update the DDI Alliance CV pages. And if it is indeed going to solve the problem of updating the DDI Alliance pages, how long it might take. Also, in relation to that,

Are the tools meant to update the DDI Alliance CVs still being built? Please find out from Oliver/Darren(?)

Sanda and Jared had decided to put a note on the DDIAlliance CV page which would indicate that those CVs have not been updated, and refer users to the CESSDA tool for the most recent versions. We would probably go ahead and post the note if the work on resolution or the other work on tools to transfer CVs from one site to the other will take longer than a month or so.

3. Type of Translation Method CV.

Lorna presented us with some suggestions for improving the CV, so we spend most of the meeting time discussing these.
We think we have a final draft now.

**Action Point:** When she finds some time, Sanda should go ahead and publish this CV in the tool, generate some PDF or HTML and send it over to the group.

4. Frequency CV. We have no time to discuss this, however it looks like its publication is relatively urgent (should be published before DDI 2.6).

**Action point:** Taina has done some work on this, and she will try to further refine it before we next meet. She will email any updated drafts to the group.

Next meeting: Sanda will be on vacation until Feb. 15. She will be reading her email but we will have another live meeting only when she returns.

**Action Point:** We will need to touch base in January about actually scheduling the meeting, which will most likely take place at the beginning or March. Maybe organize a Doodle poll.

## DDI CVG Meeting Minutes, 19 October 2021

Present: Hilde, Lorna, Sanda, Taina

1. Type of Translation Method CV

This is now finalized. Sanda will save a clean copy and send it out to the group for a final pre-publication review, including by people outside our group as needed.

1. Updating the DDI Alliance pages

There seems to be a new plan for this.

**Action point 1**: Sanda will contact Wendy to find out more.

1. Updating “Usage” for Read, Write and Speak.

In DDI 3.3 these elements are in two different modules - archive, and dataCollection. Normally elements that are part of several modules are declared in “reusable”.

**Action point 2**: Sanda will ask Wendy if this was intended, or it is an oversight. How do we update the CV Usage? List each module and repeat the elements for each?

1. References to DDI versions/development lines in the Usage section.

Hilde suggest that we might want to change these references to DDI-C and DDI-L, which makes perfect sense, except we would still have to add the Version number after that (because each of the two development lines has several versions).

**Action point 3:** Sanda could update these references when she has some spare time.

1. Frequency CV

We will start work on this next time. Sanda has created a spreadsheet where the original CVG draft terms are shown side-by-side (adjacent columns) with the SDMX terms. This will help us compare and harmonize 😊 the two lists. SDMX definitions are \*not\* (yet) included in this new spreadsheet. **Action point 4**: If anybody would like to add them, they are more than welcome to do it, and let us know before our next meeting. But we have not yet decided to actually use them.

Next meeting: Tuesday, December 7, at the usual time.

## DDI CVG Meeting Minutes, 24 August 2021

Present: Hilde, Lorna, Sanda, Taina

1. Type of Translation Method CV:

Taina receives recommendation to include Adaptation and Harmonization in the CV. We agree, and start discussing draft definitions. We make some improvements, but they still need some work. Post-meeting, Sanda enters suggestions for improved definitions in spreadsheet.
**Action point 1**: Hilde, Lorna and Taina to review Sanda’s proposals and have comments ready at our next meeting.

We also review, and edit the CV definition. We think it is acceptable.

**Action point 2**: Lisa and Alex to review; CV definition to be confirmed as final at our next meeting.

Comments from GESIS: we agree there is no need for further review/discussion.

1. Updating the DDI Alliance site. This has been included as a short-term goal by the Technical Committee, and there was a TC meeting to this effect during the summer, attended by Sanda and Taina. Mike Iannacone from ICPSR also participated. He will be doing the actual Web work.

Currently still waiting to hear from TC about any progress.

1. The “edit” function in the Vocabularies tool is still broken. If there is need to edit, one could copy and paste old info into the blank screen and then edit.
2. Update usage for Read, Write and Speak. Sanda has looked into this, but had no time to report at the meeting. We can go back to this at our next meeting. Basically, these elements were previously present in one module only (archive) and now are present in two modules (added in datacollection). We have not encountered such a use case before but would probably list both modules and repeat the elements under each module.
3. “Frequency” CV

Will be discussed at our next meeting. We agree in principle to include most of the SDMX terms, but they need to be reviewed independently, even if briefly. Sanda would prefer that we continue to use words for the codes rather than the SDMX-type codes, for consistency across our CVs. We can include information about how they map to the SDMX codes in the definitions.

**Action point 3:** All group members to review our draft against the SDMX list

 Next meeting: Tuesday, October 19 at the usual time.

## 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)