**DDI-CVG Meeting Minutes, September 24, 2019**

Present: Hilde, Sanda, Sharon, Taina

The CESSDA Vocabulary Service:

We try to clarify some issues regarding the use of the tool, and how we can make some progress with publishing the vocabularies in the tool and referencing the DDI Alliance site.

1. The reference to the DDI Alliance site should be in the CV note.

It will not mention versions.

It will read: “This Controlled Vocabulary was first published by the DDI Alliance. Please see: <https://ddialliance.org/controlled-vocabularies/all>” *[this is the “all versions” page/table]*

There will be no live link in the note.

Sanda will insert this note in all of the yet unpublished vocabularies.

When she has done so, she will notify Taina, but will not publish.

(Because they have not been double-checked? – When reviewed for accuracy, V 1.0 vocabularies should be ready to publish when they have the CV note. For other versions than 1.0, see 2. below)

Taina will try to find out whether some IT person can insert the note in the published vocabularies (there are eight of these) without triggering a change the CV version.

Taina will also instruct the translators to refrain from translating the CV note.

1. Version notes:

These are now editable, but we will not add/edit anything until further notice from Taina.

Developers are still working on these and we will consider whether we can, or should, enter or edit information only when they are fixed. Taina will let us know.

1. Analysis Unit V2:

Sanda will be out of the office October 4 through October 21. Before she leaves she will get the new version of Analysis Unit (V 2.0) ready for publication. She will need to manually edit the version changes to specify both the old entry and the new entry where appropriate (sample text available on the DDI Alliance CV page). She will save, but not publish, and notify Taina. Taina will carefully review the entire vocabulary and if satisfied, she can publish.

1. Sharon shares a resource (free online tool) for “cleaning” text for rich-text boxes:

<https://html5-editor.net/>

This is useful to remember, however it is still not clear how and where we can use it in the tool.

There is a ticket for the tool developers to remove rich text from some of the boxes.

We will need to follow up with Taina on that too.

1. Next meeting: Tuesday, November 5, 2019 at 13:00 GMT

**DDI-CVG Meeting Minutes, August 20, 2019**

Present: Alex, Sanda, Taina

1. The CESSDA Vocabulary SErvice

We review certain aspects of the CV tool, with Taina helping to clarify details regarding editing entries, pre- and post-publication steps, editing and publishing translations, etc.

CV definition and notes, version notes, and term definitions now have rich text format in the testing version, soon to be enabled in the published version as well.

Version notes may be edited only after a vocabulary is published.

Sanda will start by entering the new version of Analysis Unit and will send it out to Taina, Sharon and Alex in PDF format for a final review before publication. This seems to be a good way of proofreading a CV, and we will probably do the same for the other ones.

1. Analysis Unit, v. 2.0

Sanda has entered a draft in the tool, but it will need to be checked very carefully because during the meeting we found that some changes were made, and others had been left out.

We decide to keep the Media Unit entry at the highest level, despite some problems in translating this term.

1. Next list – all members are invited to consult the CodeValueTypes list, the new CESSDA metadata model, as well as their own archives’ metadata to see if there are any elements for which we could (realistically) create a list.
2. In the next months we will also spend some time checking the existing vocabularies to identify any problems that might need fixing. As an example, a potential user has recently inquired about the NumericType and DataType vocabularies, which have some overlapping terms (that’s not necessarily a problem, but it needs looking into) and also point to the same DDI-C element, which is confusing, or perhaps even inaccurate (?)
3. Next meeting: September 24, 13:00 BST.

**DDI CVG Meeting Minutes, July 23, 2019**

Present: Sanda, Sharon, Taina

1. Contributor role, version 1

We finalize this list.

Project management is replaced with Project operations following group’s approval. Each of the subterms now maps to DataCite.

Taina points out that in DDI 3.3 the Citation has a “Contributor”, but also an “international Identifier” which includes the “IdentifierContent” as well as a “ManagingAgency”; the latter is defined as the “Agency which assigns and manages the identifier, i.e., ISBN, ISSN, DOI, etc.” For this reason, having a Registration Agency in the contributor role becomes redundant and potentially confusing. We therefore decide to remove Registration as an upper level term, and only leave Registration Authority in the Contributor role list. We take over the definition and example from DataCite.

This list is now closed.

1. Analysis Unit, version 2.

We are generally happy with the new version, except for some reservations regarding the use of the term “media” as an “umbrella” for Text, Sound, Image and Video. Taina will give this some further thought, and perhaps consult with others at her archive. We will wait until our next meeting to finalize this list.

1. Mode of Collection – recently suggested amendments
2. We include “online textual data collection tools” in the definition for “Self-administered writings and/or diaries: Web-based”
3. We include “web-scraping” in the examples for “Compilation/Synthesis”
4. We change the definition for “Recording” to read: “Registering by mechanical, electronic, or sensor technologies, in a form that allows the information to be retrieved and/or reproduced. For example, images or sounds on disc or magnetic tape, information collected by remote sensing.”

A draft will be sent out to the e-mail list. All changes marked in red. We will wait until our next meeting to approve these changes. In the meantime, each and every member of the group needs to review them and send out comments.

1. Next list

Still waiting for group’s comments on choosing our next list. We will need a decision before next meeting, so that we can prepare materials and background.

1. Next meeting:

Group, please watch your email. We can choose between August 20 and 27, but have yet to decide which one will work best.

**DDI CVG Meeting Minutes, June 25, 2019**

Present: Alex, Hilde, Sanda, Sharon.

In this meeting we finalize the Contributor Role V1 list, as well as V2 of Analysis Unit.

Final drafts are being sent to the group for a last review.

Next meeting: July 23, 2019 at 13:00 BST.

**DDI CVG Meeting Minutes, May 7, 2019**

Present: Hilde, Rufus, Sanda, Taina

Analysis Unit list:

Some changes to the definitions and terms appeared necessary as a result of comments and suggestions from users and participants at an EDDI workshop on using the CVs.

We review the current list as well as the suggestions, and are able to produce a final draft for a new version of this list.

The draft will be emailed to the group for review with a tight deadline (no more than 8 to 10 days) with a goal to have the new version published within the next month.

After this last review, Sanda will see to have it published on the DDI Alliance site, and Taina will work with FSD staff to upload it into the CESSDA tool.

Publishing the vocabularies on the DDI Alliance site:

Until the Alliance comes up with an automated solution, we will export all available formats from the CESSDA tool and publish them on the “latest version” page. The “previous versions” page will remain unchanged. We will also put a link to the CESSDA tool, public view, so that people can look at translations. This is an interim solution until the Alliance builds an automated transfer and publication system.

CVs upload in the CESSDA tool:

Help is needed with the upload. When Taina comes back from vacation, she will facilitate a virtual meeting between Sanda and their IT person so that Sanda attempts a first upload under supervision. Perhaps other members of the group can help with the upload as well.

Next meeting:

Tentative date : June 18 at 13:00 BST. Sharon will host the meeting, as Taina will be on vacation.

We will try to finalize the Contributor role list at that time.

**DDI CVG Meeting Minutes, March 26, 2019**

Present: Hilde, Sanda, Sharon, Taina

Contributor Role list:

As we now have DataCite’s responses to some of our questions regarding the mapping between the two lists, we start reviewing those entries that needed changing or adjusting in order to better align our list to DataCite’s.

Still unresolved, and in need of attention, are the “registration agency” and “registration authority” entries, highlighted in yellow in the latest version of the spreadsheet. We are not happy with the definitions, and feel they need improvement.

Also, we are in favor of removing “work package leader” - mainly because its definition is very different than ours in DataCite, and we do not agree with it. If we leave our entry in the list with a different definition, the terms on the two lists cannot be mapped, and this will create confusion.

We still have to talk about “writing” as a role.

We hope to finalize the Contributor Role list in our next meeting, and will then turn to reviewing the “analysis unit” list.

The CV tool will probably be launched next week. We will hear from Taina when it happens.

Taina has also agreed to email Alina from Sciences Po (FR) and explain the procedure for contributing a translation.

Next meeting: Tuesday, May 7, at 13:00 BST

**DDI CVG Meeting Minutes, January 22, 2019**

Present: Hilde, Sanda, Taina.

Contributor role list:

We work on making our list compatible with the DataCite vocabulary for “contributor role”.

Some of their terms are good matches for ours, so for those we will just add a note in our definition, indicating the matching term from DataCite.

In some instances, the DataCite definition is different than ours (eg., data management, data hosting).

Taina has contacted them about some of the issues that we cannot resolve on our own, and these are noted in the working draft document from 2019-01-22.

The said document also includes a full review of the mapping with comments by Taina (in red) as well as some comments by Sanda (in green).

We will need to resume this discussion in our next meeting.

Until then, please review the document and comment.

Next meeting: Tuesday, February 19, 2019 at 13:00 GMT when we will look at the [CESSDA Vocabulary Service](https://vocabularies.cessda.eu/%22%20%5Cl%20%22%21discover) tool.

**DDI CVG Meeting Minutes, 20 November 2018**

Present: Hilde, Rufus, Sanda, Sharon, Taina

1. CV Manager Tool (name to be changed to CESSDA VOCABULARY SERVICE)

It should be available to look at, and test, when we next meet in January. If that happens, we will be spending part of our next meeting reviewing the tool and its functions. Taina will be our guide. In the meantime, she will email us if the tool becomes available before our next scheduled meeting, so that we can have a preliminary look.

1. Contributor role CV:

We finalize all of the definitions today.

We also look at the GESIS contributor role CV. Most of their terms map to ours; Registration Agency and Authority are the more notable exceptions. After some discussion we decide that these are not terms we would want to include in the citation area. DDI has dedicated fields for entering IDs, as well as the originating agencies.

Next time we will be looking at the list as a whole – do we have all of the terms we think we need (is anything missing, or is anything superfluous?), do the hierarchies look okay? To prepare for this, Sanda will put together a spreadsheet with codes, terms, and definitions (she might need to ask for help in doing this). After our final review, we will submit it to an external review by other Cessda archives (GESIS, and who else?).

(TJ: Post-meeting note: We will check that we have terms that cover all the contributor roles in DataCite, and add the mapping to the definitions, to facilitate exporting and harvesting of metadata. This will also mean further consideration regarding the Registration terms mentioned above).

1. Next meeting date:

We will next meet on Tuesday, January 22 at 13:00 GMT

In December we will focus on the holidays. I hope they are happy ones for all !

**DDI CVG Meeting Minutes, 23 October, 2018**

Present: Alina (partial), Hilde, Sanda, Sharon, Taina

1. New DDI-CVG member: we welcome Alina Danciu, from Sciences Po, France, as a new member of our group.
2. Contributor role list:

We continue to review the terms’ definitions, and finalize most.

Some still require final touches or revisions:

1. Standards development – examples? Sanda
2. Data Collection – start with Gathering, delete first part?
3. Data Entry – more examples?
4. Data Integration – probably okay as is?
5. Data Management – Taina to review.
6. Data Analysis – see new proposal by Sanda.
7. Visualization – see new proposal by Sanda.
8. Promotion – still needs work – definition in green may be okay.

Task: Alex, Alina, Rufus, Sebastian please review the definitions listed above and see if you can contribute. (We are looking for simple and effective solutions, not too wordy if possible)

1. What is next?

Task: Group to examine CodeValueList and see if any seem more urgent and feasible! Taina and Sharon in particular, are there other elements in the CMM (and DDI) for which a CV is needed?

Sanda vaguely remembers that we have been looking at Group types at some point.

(Variable groups, concept groups?)

Some Analysis Unit definitions to be reviewed.

1. Next meeting:

November 20 at 13:00 GMT.

**DDI CVG Meeting Minutes, 11 September 2018**

Present: Alex, Hilde, Rufus, Sanda, Sharon, Taina

Contributor Role list:

* Alex shares the fact that a similar list was created at GESIS; we would like to see it, just to have an idea how others are approaching this. Alex will send us the list before our next meeting.
* At Hilde’s request, we make some adjustments to the already approved entries.
* Taina would still like some more time to review the definition for “Data Management”.
* We finalize the definitions from “Training” through “Translation”.
* We agree to delete “Project Implementation”, as we think that this will be covered by more specific roles describing which part of a project was implemented
* There is some controversy regarding “Writing” – is this entry even justified, as a writer is normally also the author? Can somebody be a “writer” without making an intellectual contribution to the content? We will look up the citation section in DDI 3. (Sanda’s contention is that the author field is repeatable, therefore all authors should be entered there, and not under “contributor, type:writer”). Sebastian, do you have an opinion about this?
* Next time we will start from “Evaluation”.

Next meeting: Tuesday, October 23, at the usual time.

**DDI CVG Meeting Minutes, 22 August 2018**

Present: Anne, Rufus, Sanda, Sharon, Taina

1. Change in membership:

Anne is retiring and is being replaced by Sharon Bolton, also from UKDA. Our thanks to Anne for her CVG work and best wishes for the future, and a warm welcome back to Sharon, who has been active in our group before.

1. Contributor Role list:

We continue to discuss the definitions, starting with Data Aggregation.

Before our next meeting, Taina will have to review the “data management” definition, and Sanda plus anyone else who feels inspired will try to come up with a more satisfactory definition for “Training”.

We will resume the discussion starting with “Project Management”, but “Data Distribution” and “Long-term Preservation” have already been approved.

1. Next meeting:

September 11, 2018 at 13:00 BST

**DDI CVG Meeting Minutes, 11 July 2018**

Present: Anne, Sanda, Taina

1. DateType list: we finalize the desired edits, new version of the list (V 1.1) is ready for Sanda to write and publish. Use new vocabulary for CV changes.
2. Contributor Role list: we start from the beginning, reviewing everything. Most of the reviewed definitions are now in “almost final” state. Examples are still needed for “standards development”, and perhaps one more for “data entry”. Next time, we will resume from “data aggregation”.
3. Sharon Bolton will replace Anne starting next month (August). Anne has agreed to participate in August as an “observer”.
4. Next meeting – second half of August; there will be a Doodle poll for the exact date.

**DDI CVG Meeting Minutes, 6 June 2018**

Present: Anne, Sanda, Taina

1. We make two minor (and necessary) adjustments to the CV Type of Change table, and it is now final. The human-readable text is final as well.

Any changes/edits that do \*not\* involve the actual CV list (codes/terms/definitions) are \*not\* going to trigger a version changes, but will be noted in the Version Notes.

On the DDI Alliance CV Web page, under “Versioning Policy” we will be inserting the table to replace the current lists of substantive and non-substantive changes (with an added explanation of how these are labeled in the table).

The updated human-readable text will replace the current section describing the notations (it will sit below the table).

1. CV Manager Tool: three user guides are being developed – an “operational” guide, a guide for developers, and a guide for users (i.e. CV creators); the latter will have a section for SL creation, but also general guidelines for translators.
2. We start reviewing the proposed amendments for the DateTime CV. The definition for the first term (DateTime) is approved. Sanda will need to make some changes to Time and Date to make them consistent with the first definition. YearMonth through Month are approved. We will look at Duration and Timespan at our next meeting.
3. We do hope to resume work on the Contributor Role vocabulary next month.

Next meeting: There will be a Doodle Poll, as there were not enough of us to make a clear decision during this meeting.

**DDI CVG Meeting Minutes, 8 May 2018**

Present: Anne, Hilde, Rufus, Sanda, Taina

1. Action point: DDI 2.5 usage for TypeOfInstrument needs to be corrected. In 2.5 this CV may be used in the attribute “type” of the element resInstru. Sanda can make this correction and republish.
2. Action point: The correct licence for all of the CVs should be: [Creative Commons Attribution 4.0 International](http://creativecommons.org/licenses/by/4.0/%22%20%5Ct%20%22_blank) (CC BY 4.0). We will change the licence globally when we start using the CV Manager Tool, as we will have to re-publish everything anyway (in the new format (?))

1. The CV Type of Change table was reviewed and we believe we have the almost final version.

We decide we prefer to keep Short Name and Long Name for the CV name and title.

1. The latest draft of the CV Type of Change table will be revised by Rufus, to make sure that we have Z in the formulae whenever we are talking about the creation of a new code. Sanda has made these edits after the meeting, but Rufus will have to review carefully. He can then produce a clean document and email it to the group.
2. The TypeOfChange annotations (to be used in the version changes note within the actual CVs) will be revised by Rufus to reflect the updated content of the table from 3) above. He will then forward the document to the group for review, as he will not be able to participate in our next meeting.

Next meeting: Wednesday, June 6 at 13:00 BST

**DDI CVG Meeting Minutes, 20 March 2018**

Present: Anne, Hilde, Rufus, Sanda, Taina

1. List with the type of CV changes that will be incorporated in the CV Manager Tool.

We agree on the following list:

CV Short Name changed (= substantial change SC)

CV Long Name changed (SC)

CV definition amended with meaning change (SC)

Code removed (SC)

Code added (SC)

Code value changed (SC)

Code definition amended with meaning change (SC)

CV definition rephrased – no meaning change (non-substantial change = NSC)

Code definition rephrased – no meaning change (NSC)

Code descriptive term rephrased – no meaning change (NSC)

We prefer the substantial changes to be listed first, rather than group the changes by the type element that was changed (i.e., CV vs. individual codes)

The type of change (SC vs. NSC) might not be spelled out in the list, but just built into the tool

1. We discuss edits to the Type of Change table posted on our Web page.

We decide to remove “Definition narrowed” and “Definition widened” and just keep “Definition amended” to cover for any type of change. We also decide to create two additional entries to reflect different types of merges and splits. Now we have “takeover” and “merger” for merges, and “split-off” and “breakdown” for splits. The explanations also need editing, for more clarity and consistency.

In addition to the changes agreed on during the meeting, Sanda will take another look at all of the entries, and then will send it to Anne for final review.

Anne will need to send it back to the group in time for the next task (described at 3. below) to be completed.

1. Syntax for describing Version History.

These entries also need a revision, in view of the changes we brought to the list mentioned at 1. above, and to the table. The same wording needs to be used to describe the changes. Hilde and Rufus will come up with an improved syntax list based on the edited version of the table reviewed by Sanda and Anne.

Next meeting: Tuesday, May 8, 2018 at 13:00 BST

Also , tentatively, we agree on two possible dates for the June meeting: June 6 (Taina might be available) or June 12 (Taina will be on vacation, but Alex might be available)

**DDI CVG Meeting Minutes, 20 Feb 2018**

Present: Anne, Hilde, Rufus, Sanda, Taina

Today’s discussion aims at clarifying issues related to the development of the CV Manager Tool

1. Versioning:
	1. It is already agreed that a TL version will carry three digits – the first two reflecting the SL version, and the third for the translation.
	2. If the SL presents a new version that does not require changes in the TL, a new copy of the TL will still have to be created and given a new version number.
	3. The TL will normally carry information about the changes in both the SL and the TL (?). While we have a standardized way to document changes to the SL, it is not clear yet how the changes to a TL are going to be documented. Just a text entry in versioning notes (?)
	4. Multiple changes brought to the same item will be documented in separate statements, each referring to one type of change.
	5. Code “merges” and “splits” may take different forms in practice (with, or without addition or deletion of items); for this reason, we decide to have a separate entry for each of these possibilities in the controlled vocabulary for Type of Change.
	6. The controlled vocabulary for Type of Change may be integrated in the tool for automated selection of terms.
	7. We approve the change in syntax suggested by Taina for version history; it is not clear whether these entries can be automated by the tool based on selections from the vocabulary for Type of Change. For a while they might have to be entered manually (?)
2. Citation/URI for CVs.
	1. TC has notified us of a possible change in the way the URIs refer to the CVs as a result of registering the DDI Alliance with DNS. It would be preferable if TC took action on this before the Tool is finalized, so that we can work with the proper URL from the start.

Next meeting: March 20, 2018, at the usual time (13:00 GMT)

**DDI CVG Meeting Minutes, 23 Jan 2018**

Present: Alex, Anne, Hilde, Rufus, Taina

Versioning of source (SL) and translated (TL) CV versions:

* SL version has two digits. For example, ModeOfCollection 2.0. This follows the versioning system already in use.
* TL version number is a combination of SL version number + TL version number. The TL part of the number is one or two digits according to whether we keep descriptive term changes unsubstantial or not. If unsubstantial, one digit is sufficient because in this case all changes possible in TL version alone are non-substantial. This will be decided in the next meeting.
* TL first translation version starts from 1. So, for example, if we have three-digit TL version number, the first TL version of the SL version 2.0 is 2.0.1.
* Version notes and version change information describe what has changed in the language version compared to the previous versions. The users of a TL version must be able to also easily access info on what has been changed in the SL. CV Manager tool either copies the information to TL version tab from SL or provides a link to this information.
* TL version notes must be made even if a SL version has changed but TL version has not. This may happen, for example, in case of typo correction or rephrasing a definition in SL. Without this information, TL users do not understand why TL version number has changed even if there were no changes in it.
* It is important the TL version number contains the information of the SL version. CESSDA metadata model, for example, specifies which SL version needs to be used. It is reviewed annually and till then member organisations will use the DDI CV version specified in the model. The system is less error-prone if TL CV users can see straight from the version number which SL version it is a translation of.

Action Point: Decide about substantive and non-substantive changes: are descriptive term changes substantive or not. If not, TL versions are three-digit ones because TLs cannot then have internal substantial changes.

Action Point: Taina makes a suggestion of better documentation of changes made, for TypeOfChange, to provide an easier way to draw up machine-actionable change log in the archives for IT people.

Whole package content in CV Manager tool:

* Whole package is always connected to a particular SL version
* Contains the TLs that are a translation of that particular SL version
* If there is no translation yet for that version in a language, that language version is left out of the package.
* The package information reveals to the user what languages are included
* The package cannot contain a translations of a previous SL. For example, package for SL 2.2 cannot contain translations for SL 2.1.

Whole package versioning:

* Three digits: SL number + running version number.
* The last digit changes every time there is any change in any language version.
* The versioning is machine-generated.

Citation:

* URN: refers to the SL
* URL given refers to the particular language version.
* If APA rules allow, we will specify that: if a DDI vocabulary is referred to and the reference is to the CESSDA publication (=the CV in the CV Manager ), we would like to specify in the citation that CESSDA has the role of the publisher.

Action point: Anne will ask APA if this is possible. If yes, we will specify it so.

APPROVED CITATION EXAMPLES (except for the publisher issue which is pending, and urns have now been changed)

1. Source English CV citations APA style

first as retrieved from the DDI Alliance website and then from the CESSDA CV Manager:

DDI Alliance. (2016). *Time Method* (Version 1.2) [Controlled vocabulary]. URN: ddi-cv:TimeMethod:1.2. Retrieved from:<http://www.ddialliance.org/Specification/DDI-CV/TimeMethod_1.2.html>

DDI Alliance. (2016). *Time Method* (Version 1.2) [Controlled vocabulary]. CESSDA (Publisher). URN: ddi-cv:TimeMethod:1.2. Retrieved from: <http://cessda.eu/CVManager/TimeMethod1.2.htm>

2.German CV version citation in English, when retrieved from CESSDA:

DDI Alliance. (2016). *Erhebungsdesign [Time Method]* (Version 1.2.1; GESIS, Transl.) [Controlled vocabulary]. CESSDA (Publisher). URN: ddi-cv:TimeMethod:1.2. Retrieved from:

<http://cessda.eu/CVManager/TimeMethod/Deutsch/1.2.1.htm>

3.German CV version citation in German, when retrieved from CESSDA:

DDI Alliance. (2017). *Erhebungsdesign* [Time Method] (Version 1.2.1; GESIS, Übers.) [Kontrolliertes Vokabular]. CESSDA (Herausgeber (?). URN: ddi-cv:TimeMethod:1.2. Abgerufen von:

<http://cessda.eu/CVManager/TimeMethod/Deutsch/1.2.1.htm>

Next meeting: 20 February at the usual time, if Sanda is available.