**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/) (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)

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.