**DDI-CVG Meeting Minutes, November 24, 2020**

Present: Lorna, Sanda, Taina.

We continue to discuss the list of code value type elements in DDI 3.3, trying to identify good candidates for new CVs.

1. TypeOfPretestCollectionMode: This element is part of a new scheme, the Development Activity Scheme, which covers in detail pre-collection activities, mostly instrument testing and translations. Our existing Mode of Collection CV may be used for this element, even if only part of it will be relevant for pre-testing.

Action items:

1. Sanda will add this element to the usage info in the Mode of Collection CV.
2. We (who? Sanda?) need to file an issue with TC to request that the inline documentation for this element be edited to reference the existing Mode of Collection CV.
3. TypeOfSample: also part of the Development Activity Scheme, under Sample. DDI 3.3 documentation already recommends use of the existing Sampling Procedure CV.

Action item:

1. Sanda will add the new element to the usage info in the Sampling Procedure CV.
2. Action item:
   1. Sanda needs to review all of the DDI 3.3 references in the CVs’ usage section. Complete missing ones, check on the others.
3. TypeOfTranslationMethod: The terms provided by the DDI development group are a good start.

They’ve been entered in the spreadsheet:

OneTranslationOneTranslator

OneTranslationMultipleTranslators

Parallel Translations

Other

Action item:

1. Taina will work on this, trying to refine and add new terms as appropriate.
2. TypeOfFocusGroup.
   1. Focus group is covered in our Mode of Collection interview. Here we have:

|  |  |  |
| --- | --- | --- |
| **FocusGroup** | Focus group | A group discussion on a particular topic, organized for research purposes. The individuals are selected with relevance to the topic, and interaction among the participants is used as part of the method. |
| **FocusGroup.FaceToFace** | Face-to-face focus group | The focus group participants meet in person to conduct the discussion. |
| **FocusGroup.Telephone** | Telephone focus group | The focus group discussion is conducted over the telephone. |
| **FocusGroup.Online** | Online focus group | The focus group discussion is conducted over the Internet in an interactive manner. |

In the above, we have been focusing mostly on \*mode of contact\* (direct vs. virtual, etc.)

There is however another way to classify focus groups, which focuses more on the types of interaction among participants and the presence/roles of mediators.

#### 1.Two-Way

One group watches another group answer the questions posed by the moderator. By listening to what the other group thinks and says, the group that listens is able to facilitate more discussion and potentially draw different conclusions.

#### 2. Dual-Moderator

Two moderators are present – one which ensures the group session progresses smoothly and one that makes sure that the topics in question are all covered. Dual-moderator focus groups typically result in a more productive session.

#### 3. Dueling-Moderator

There are two moderators who play devil’s advocate. The purpose of the dueling-moderator focus group is to facilitate new ideas by introducing new ways of thinking and varying viewpoints.

#### 4. Respondent-Moderator

One or more of the participants in the group takes the lead as moderator. This is done to change the dynamics of the group and generate more varied responses.

#### 5. Mini Focus Group

A focus group that consists of fewer participants – usually four or five – which creates a more intimate group.

#### 6. Online Focus Group

Participants respond and share information through online means. Online focus groups are created to reach a broader range of participants.

  Via Teleconference (synchronous)

Via Chat rooms (asynchronous)

Note that 6. Above is also covered in the DDI CV but it has two subterms which would be extremely useful in analysis.

I can see a number of options here, but there may be some that I am missing.

1. To combine both types of lists in one, but that would pose a problem because the element TypeOfFocusGroup is not repeatable in DDI 3.3. If we decide to go this route, can we assume that 1-5 above may be included under a parent term like “in-person” or are those different types of interactions also applicable to virtual settings?
2. To provide a separate CV just with 1-5 above, and leave it to the users if they want to select this separate CV or terms from ModeOfCollection. This seems awkward though, and it does not solve the problem mentioned in A. above, about people not being able to use more than one term to describe a focus group.
3. To have just one list, either 1-5 above or our current list, to which we could add 6. above
4. To do nothing, but it would be a pity since it looks like there is potential for us to enrich this list.

Action Item:

1. Lorna will consult with the qualitative data experts at UKDS on this issue.
2. Others are also encouraged to consult with colleagues

Next meeting date: January 26.

**DDI-CVG Meeting Minutes, October 27, 2020**

Present: Hilde, Lisa, Lorna, Sanda, Taina

1. Version 2 of the vocabularies tool is almost ready for launch. It will be made public within a week or so.

Sanda has already entered references to DDI 3.3 usage in most (but not all) of the vocabularies in the old version, and Taina has offered to copy them over to the new version of the tool.

When doing this, Taina should copy and paste the \*entire\* usage section, as Sanda has done other minor edits mostly for consistency across vocabularies (for example, consistency in capitalization, etc.).

1. New CodeValueTypes list from Wendy, with elements from DDI 3.3

We examine the list, and make some comments which are entered in the original spreadsheet.

More research is needed on some of the fields that might qualify for new CVs, and some of our observations will need to be discussed with TC, or issues entered in Jira. This kind of info is also entered in the spreadsheet.

1. Sanda has signed up for presenting a Vocabularies tool poster at the June-July IASSIST\_CESSDA meeting. If she cannot make it to the meeting, perhaps somebody else from the group can take care of displaying and presenting the poster.

Next meeting: November 24, 2020, at the usual time (13:00 GMT)

**DDI-CVG Meeting Minutes, September 22, 2020**

Present: Hilde, Lorna, Sanda, Taina

Most of the meeting is spent reviewing and editing the Controlled Vocabularies entry in the draft of the new DDI suite presentation intended to appear on the DDI Alliance site.

We produce a clean, revised draft of the CV section and make some suggestions for improving the rest of the document as well.

The new versions of Mode of Collection and Analysis Unit are in final draft form in the CESSDA tool, and will be published when V2 of the tool goes live – Taina will notify us when this happens (probably in October this year).

We don’t have a new list to work on, so Sanda will contact Wendy for advice, and possibly an updated list of the CodeValueType elements in DDI 3.3.

Next meeting: Tuesday, October 27, 2020, at 13:00 GMT.

**DDI-CVG Meeting Minutes, August 18, 2020**

Present: Hilde, Lisa, Sanda, Taina

1. When V 2.0 of the Vocabularies tool is published, we will
   1. Publish the new version of Analysis Unit, currently in draft form
   2. Publish V 4.0 of Mode of Collection, currently in draft form, but not entirely finalized (see 3.c. below)
   3. Obtain, investigate and apply tools for updating the CV pages on the DDI Alliance site
2. ACTION item: Sanda still needs to add DDI 3.3 usage references to all vocabularies.
3. New version of Mode of Collection:
   1. Definitions for “automated data extraction” with subterms were finalized in this meeting.
   2. Definition for Recording.RemoteSensing also finalized; definitions have been edited directly in the tool, so they are good to go.
   3. ACTION item: Taina will talk to her IT people to find out if there is an overlap between

Automated Data Extraction and Observation.ComputerBased

1. Spending time on a list for Kind of Data might not be a good idea. This list is used locally by many archives, and can continue to be used in this way.
2. The DDI Alliance Technical Committee indicates that all URIs for our products need to have a version, and the URIs without a version need to be removed. The URIs are now inserted in an automated way in our CVs.

ACTION item: Taina will file a Bitbucket issue asking the tool developers to remove the URIs without a version number from the Identity section of our CVs.

Update, 8/19/2020: Taina has added a Bitbucket issue for the CVS developer to remove the Canonical URI without version.

It will be done in the CVS version 2 software, currently under testing.

1. The Technical Committee of the DDI Alliance is now in the process of reorganizing the Standards section of the DDI Alliance site. A draft has been sent out to the group. Our feedback is requested, especially on the CV page(s).

ACTION item: everybody in our group has to read this through and make notes/observations. We will be reviewing this at our next meeting, and submit our comments only after they’ve been discussed with the entire group.

The text for the Controlled Vocabulary content is replicated on the last page of this document:

<https://drive.google.com/file/d/186IgqPst4VrzAC2J7M2tNu0eyTgXmwId/view?ths=true>

1. Broken link to the paper on Controlled Vocabularies on our CV page:

Update: Sanda has submitted a request to her Web team to fix this link, and it was fixed today (8/18/2020). Although it’s an older paper, parts of it are still valuable, especially for understanding the general picture and some background.

1. Next meeting: September 22 at the same time.

**DDI CVG Meeting Minutes, July 7, 2020**

Present: Hilde, Lorna, Sanda, Taina

1. Publishing new versions of the vocabularies – to be postponed until fall, when V 2.0 of the CESSDA tool will be launched. Taina will let us know when this is done.

So far, we have two CVs with new versions

* 1. Analysis Unit – new CV definition, finalized, in draft from in the tool.
  2. Mode of Collection – still actively working on creating a new version

1. Sanda can go ahead and add the usage references to DDI 3.3 as this does not imply republishing the vocabularies
2. Including “type of interventions” in a vocabulary. This was a request from J-PAL (see details in July 2020 agenda). We would include some of these terms in a “Kind of Data” vocabulary – which we have been reluctant to produce, but right now it seems like a good idea to have one. One reason is that all of the archives continue to use this vocabulary even if it is not perfect. So it would be better to have one available from the DDI Alliance as well.
3. New version of Mode of Collection.
   1. We have a proposal from Taina + FSD to introduce a new term “Automated Data Extraction” with three sub-terms – API query, Database query, and Web scraping. We all like this idea. It will provide more flexibility to describe these newer kinds of data collection methods that are becoming more widespread.

Taina’s initial proposal has been emailed to the group.

Action items:

1. Create definition for “automated data extraction” and submit to the group for review.
2. Review draft definitions for the three sub-terms from Taina’s document.
3. Review definition for “Computer-based observation” to make sure that there is no confusion or overlap with “Automated Data Extraction”.
4. Review definition for Remote sensing (newly introduced as a sub-term of Recording). This was completed in the meeting, but could be further edited if necessary. Draft definition:

Collecting information about an object or phenomenon without making physical contact with it. This technique is used in numerous fields, including geography, land surveying and most Earth science disciplines; it also has military, intelligence, commercial, economic, and other applications. The term "remote sensing" generally refers to the use of satellite or aircraft-based sensor technologies to detect and classify objects on Earth, including its surface, the atmosphere and oceans, based on propagated signals (e.g. electromagnetic radiation).

1. Remove “web scraping” from “Compilation/Synthesis” – done in meeting

Next meeting – August 18, with August 11 as a possible back-up.

**DDI-CVG Meeting Minutes, May 26, 2020**

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

1. We welcome Lisa Isaksson from SND as a new member of our group.
2. TimeZone V1.0 and TypeOfAddress V 1.1 are now published in the tool.
   1. Version notes are editable, as well as Version changes. See CESSDA topic classifications list for an example of more complete (edited) Version changes.
   2. In Version changes (automated entries) the terms not the codes are currently entered when documenting a change. This needs to be fixed, so that we have the codes instead.

*Taina will kindly look into this (speak with the developers, ask for a fix), and let us know.*

1. Updating the DDI Alliance CV pages. No progress was made regarding the promised generation of a package that would include the multilingual PDF, HTML, and SKOS formats as produced by the CV tool, would add an XML rendition, and would bundle the four formats together so that they can be made available on the DDI Alliance site for browsing and download.

*Sanda will email Oliver, Wendy and copy DDI-CVG to inquire about progress with this project.*

1. GeneralDataFormat: *Sanda will add link to the new element in DDI-L V3.3 in the Usage section of this CV.*
2. Review of new CodeValueTypes in DDI 3.3 to see if there are any potential candidates for creating CVs. We will need to do this, possibly examine the published list of changes (find link to document on this page: <https://ddialliance.org/Specification/DDI-Lifecycle/3.3/> )
3. ModeOfCollection – new version to add “web scraping” and “remote sensing.”

We decide to add Remote Sensing as a sub-element (child) of Recording, and Web Scraping as a sub-element (child) of Compilation/Synthesis.

There are some draft definitions available:

Tentative definitions:

Remote sensing: The acquisition of information about an object or phenomenon without making physical contact with it, in contrast to on-site observation. In current usage, this term generally refers to the use of satellite- or aircraft-based sensor technologies to detect and classify objects on Earth, including on the surface in the atmosphere and oceans, based on propagated signals (e.g., electromagnetic radiation).

Alternative remote sensing definition text submitted by Hilde: Sensor data is the output of a device that detects and responds to some type of input from the physical environment. The output may be used to provide information or input to another system or to guide a process. *(SI: the fact that it is remote is as important here, so it has to be emphasized. Also I think this is a bit too general.)*

Web scraping: Also called Screen Scraping, Web Data Extraction, Web Harvesting, etc. A technique employed to extract large amounts of data from websites, and save it to a local file or database.

*Alex will try to come up with some more final drafts and will send them to the group.*

1. New CV definition for Analysis Unit.

Approved text: “Describes the entity being analyzed in the study or variable. This vocabulary can also be used to describe the unit of observation, which is the unit being observed, or from which data are collected. The unit of observation can be the same as, or different from the unit of analysis."

*Sanda will implement. This will be a minor version, no meaning change.*

1. The Technical Committee of the DDI Alliance is preparing a new DDI\_C version, 2.6. Some of the issues are of interest to us: DDICODE-51, DDICODE-44 (and 68), DDICODE-38. Please review, and think about other needs we might have – now is a good time to file requests for those of us who are using DDI-C.

Next meeting: July 7 at the usual time.

**DDI-CVG Meeting Minutes, January 21, 2020**

Present: Lorna, Sanda, Sharon, Taina

1. Lorna Balkan from UKDS is joining our group, preparing to replace Sharon in the near future.
2. We decide to amend the TypeOfAddress CV to cover for institutional residence.

After some consideration we decide to just change the definitions of “residential” to specify the inclusion of the institutional type.

Sanda will first publish V 1.0 in the Cessda tool, then will create a V 2.0, and will send a PDF of the draft to the group for further examination and approval.

Then we will publish V 2.0.

1. The html export from the CV tool now allows toggling among different languages. There is still a bug in the PDF generation, meaning that when all languages are selected, and then just one, the PDF will still contain all languages. One needs to go back to the CV list, and re-select a CV and then select a single language for this to work. Taina has filed an issue about this bug with the developers. She will let us know when it is fixed.
2. Taina also suggests that since the DDI Alliance pages for the CVs do not have a search facility, we should insert a note with the tool URL indicating that the tool allows searching across the vocabularies.

ACTION ITEM: We need to remember this when we update the DDI Alliance pages (i.e., when we have the new downloads packages in the new formats meant to be posted on the DDI page).

1. Time Zone is considered for creating a new CV list. DDI-L has a code value type element for this. But the source we look at (<https://www.timeanddate.com/time/zones/>) has multiple zones using the same designation, and we cannot have duplicate codes. So it might not be so easy to create a new list.
2. The CESSDA metadata model requires both a CV term and a language documented for AnalysisUnit. This element is a codeValueType in DDI-L but does not come with a language attribute. We would need this element to have two sub-elements – one for the CV (could be called TypeOfAnalysisUnit and should be a codeValueType) and another one for descriptive text (should be Description with a language attribute). There was some discussion around this among the DDI developers (see <https://ddi-alliance.atlassian.net/browse/DDILIFE-3389>) but the entries are old (2008) ..

ACTION ITEM: …so we should get in touch with TIC/Wendy to indicate that we (Cessda) needs this change. Taina and Sanda will work together to get this done.

1. All remaining unpublished CVs have been checked and are ready for publication.

Sanda should get to this ASAP.

Next meeting:

Tuesday, March 17 at 13:00 GMT (the usual time)

**DDI-CVG Meeting Minutes, November 5, 2019**

Minutes

Present: Hilde, Sanda, Sharon, Taina

We try to put together a

Workflow for updating the DDI Alliance CV pages with the vocabularies from the CESSDA tool.

1. Taina will test a new version of the Cessda tool that allows adding/editing CV notes, CV version notes and version changes to vocabularies that have already been published.
2. The new version of the tool goes live.
3. Taina notifies Sanda when 2. above happens.
4. Sanda proceeds to add the CV note in all of the vocabularies, except Contributor Role (which is first published in the tool, so the note does not apply).
5. Sanda adds version notes and version changes to those vocabularies which are not V 1.0.
6. Sanda exports PDF renditions of each of the yet unpublished vocabularies.
7. She sends the PDF files to the other members for review; each member will receive 3-4 CVs for review, except Taina who might be able to review 4-5 if she shares the work with Nikos.
8. When the reviews are completed, each member notifies Sanda to this effect (should not wait for a meeting to take place) and Sanda can publish the said vocabulary(ies)
9. In the meantime, Oliver (Hopt) will create a tool that will take the multilingual PDF, HTML, and SKOS from the tool and also create an XML version. The four files will be bundled together.
10. Sanda will work with Michael (Iannacone) to update the DDI Alliance CV pages thusly:
    1. The first table (latest versions) will show the latest versions of all of the vocabularies, as exported from the Cessda tool, in the new formats (PDF, HTML, SKOS, and XML).
    2. There will be no mention of translations or translation versions in the table. These will be viewable in the downloads. On the web page we will display a note informing users that the downloads include (multilingual) translations and perhaps also referring users to the public interface of the Cessda tool. We will need to draft this note in a group meeting.
    3. The second table (all CV versions) will include the CVs from the first table in the new formats, as well as any older versions in the old formats (Genericode XML, HTML, Excel)
11. We will do our best to update the downloads as soon as a new translation, or a new version of a translation is published. Ideally, we (or Sanda and Michael) should have a notification system that will let us know when any new translation or translation version is published in the tool.

Publishing Contributor role

This CV does not need the CV note or version notes and changes. It can be published right away. Sanda will send Sharon a PDF copy for the final check and will publish as soon as Sharon has reviewed it.

Bugs in the tool

These are not first priority, but should be dealt with:

There is a problem with switching between languages or between one language and all languages in the downloads. While the first download is usually fine, the second and next attempts do not produce the desired result. Taina is now aware of the problem and will follow up with the developers.

Another (minor?) problem is that the pages listing all of the CVs (home and editor pages) are not set up to print. In fact, almost none of the pages are set up to print. While the CVs may be viewed in a download, sometimes users, and especially editors, may need to print just one web page. Either the full list of CVs available, either published or in draft form, or just the content of a single tab (for instance, usage, or version notes etc.). Taina will follow up on this as well.

**Next meeting: Tuesday, January 21, 2020 (!) at 13:00 GMT**

**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/#!discover) 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/) (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.