**Title of session**: CV Documentation, Bindings

**Day**: Tuesday 25 October 2016

**Participants**: Taina, Kerrin, Sanda, Wendy

**Chair**: Wendy

**Note taker**: Anne

**Background information**

*[This should be a short description of the purpose of the session]*

**Planned work for this week**

Bindings/API ~ 11.15 Tues

Documentation – 14.00

Production process – Tues PM/Wed

Publishing process – Tues PM/Wed

Prioritisation rule – Thurs am

Priority setting – Thurs PM

Action plan for Q4 2016 – Q4 2017

Working on documents - Fri

**Good to have**

\*need to think how to deal with multiple versions

\*user group, application (how to plus problem areas)

\*general use instructions particularly those which define types

\*how the content is used (filtering, searching, machine use)

\*what functional views CVs relate to

\*raise profile of CVs – DDI marketing group

\*training materials, FAQS, videos – DDI training group

**DOCUMENTATION**

**Current**

Detailed spreadsheets content (code, term, definition

Document changes on source and translated CVs

At CV level:

Short name [structured]

Version#

Version changes [structured]

Version notes – changes made

Title

Description

Licence statement

Copyright [org/yr]

DDI 3.2 usage – only latest usage

Definition of element name module

DDI codebook 2.5 usage

Element, attribute name, description

Element # in 2.1

**Process**

First step define element

Should capture in CV documentation

Noted differences between elements in different versions

* feedback to schema regarding definition element
* future schema development might result in additional usage/applicability to additional elements (classes) – CV group need to know and CV needs to alert developers when meaning changes or new applications emerge

External CVs

User groups – add details in documentation general and extended

Extension of CVs for specialized local use – preferred approach

Rules for controlled vocabulary creation and maintenance

* for both internal and external users
* Code structure, no blanks, period represents hierarchy (legacy)

**BINDINGS AND API**

Tool – what formats needed for outputs

Formats for bindings – export API

Data entry, management

Export requirements

* human readable
* display, web page, HTML
* printable PDF
* XKOS, **SKOS** – lots of tools and well recognized
* RDF – XML useful for preservation
* Export objects should be validated for quality control e.g. SKOS needs to be validated either within tool or by external tools – technical format of the SKOS, not content
* Genericode (for legacy systems)?
* Custom metadata model in development
* \*Internal validation for quality control – spelling, grammar etc.
* Joachims rules for making rules
* Word? Excel?
* Output of ‘tool’ pushed to DDI Bitbucket repository

**Import requirements**

SKOS – to transform existing into new tool

\*Allows different code structures for different groups

Database tool

Use ELSST software (?)

**PUBLISHING PROCESS**

**Current process**

* Xml written by hand
* Excel by hand
* Group review for errors and inconsistencies (down to punctuation)
* Files to ICPSR web support
* ICPSR web support runs a stylesheet on XML -> HTML
* Result is package containing three formats
* web has posted on web
* table of CVs updated with individual file download/view
* files added cumulative zip package
* latest and all previous available
* email to DDI users list may happen when many are published

**What’s missing/desired**

* No more hand creation of formats
* Public notification system
* Sent to same set of lists as other DDI changes
* Excel was originally canonical – tools not available to do the translation, xml became canonical
* Management system for high level documentation
	+ In DDI specification
	+ On CV publication site
* BitBucket repository – DDI
	+ Output of ‘tool’ pushed to DDI Bitbucket repository
	+ To CESSDA BitBucket repository

**PRODUCTION PROCESS**

High level production model

List of CVs

* In lifecycle
* Externalize CVs from 3.1 and 3.2

Initiate a CV

* CESSDA demand
* Other could request

Prioritise

* Just look and decided
* Codebook content CVs (know these were used)

CV chosen

* Define coverage
* Review existing lists
* Establish a base list of entries
* Review of list
	+ Participating member orgs
* Write definition
	+ Change to list
* Consensus of group
* Publish CV
* Revision
* Translation

**Initiate a CV**

**Current**

* See diagram for initiation (past)
* No means for formally requesting
* CESSDA connections dictate a lot as they are members of group
* One-off list from DDI-C and DDI-L when shifts
* What comes up gets done
* Major shifts in the DDI specification

**Desired**

* Formal means of soliciting recommendations for CV
* Consistent feedback from developers for new CV content with some prioritisation
* Prioritisation rules

How produce CV

Publish, revision translation

Public review

Translations

cvb\_es.2.5.3

\*Codebook functional release – add a bit about CVs

*[Links to any relevant documents*]

**Decisions**

*[Please note any proposals agreed]*

**Issues requiring further discussion**

*[Please note pros and cons for different positions and the reasoning for them]*

**Is there a need for a continuation of this discussion?**

*[Possible options are further session, plenary, or evening session]*

**Is there a need for a longer document to continue this discussion?**

*[Please note the specific subject and who is going to do this]*