**Title of session**: CV

**Day**: Wednesday 26 October 2016

**Participants**:

**Chair**:

**Note taker**:

**Background information**

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

Define coverage

Review existing lists

Establish a base list of entries

Review of list

* Participation of member organisations

Write definitions

Changes to list

**Define coverage**

Current

* Look at definitions in specification
* Expand or refine definitions

Desired

* Feedback into the specifications refined definitions

**Review existing lists**

Current

* Ask participating organisations – archives
* Codebook internal CVs
* Google

**Establishing a base list of entries**

Current

* Evaluate against coverage
* Common terms (overlap)
* What terms are needed to cover all types
  + Overlapping definitions
  + Exclusive and exhaustive

**Reviewing list**

Current

* Compare to real data

Desired

* External review of review list with definitions– broader than current
  + Need to be done after definition
  + Done at end of process
* Review guide – explanation of what CVs are and how to review /test them

**Write changes**

Current

* Internal review

**Change list**

Current

* Based on testing and review

**Trigger for output**

* No more changes to the list

**Publish – see previous**

**Revision**

Current

* Triggered by report error in term or definition
* Feedback from users
* Report of error is validated
* Return to previous process revise/define iteration
* Currently DDI is published only in en-us language variants are in local language
* New and not in use yet JIRA issue tracker

Desired

* Translation support
* Support versioning control
* DDI publishes translations
* CV should integrate source [en-us] and translation
* Publicise how to file an error or other issue
* Assigned roles for JIRA management

**Things to think about etc.**

\*Documentation needs to have field for who responsible for translation

\*prioritise CVs based on review schedule

**Prioritisation rules for CVG**

1. Within the scope of DDI
2. Relation to defined scope of the CV group coverage
   1. Relation of scope of list to knowledge area of CV
3. No existing managed and used standard CVs
4. Urgency expressed need/request
   1. users – multiple requests more important – volume matters
   2. DDI specification developers
5. Determining potential value to user community
   1. Discovery
   2. Processing [automated]
6. Ease of creation

**Outcome documents from this week**

1. Current production/publication process (Kerrin)
2. Draft of tool specification (Taina, Anne)
3. Prioritisation rules (Sanda)
4. Action plan
   1. Desires (Sanda)
   2. Tool spec deadlines
   3. CV work [content]

List of CVs from 3 and 4

**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]*