# DDI CVG Meeting Minutes 2021 – 2023

DDI-CVG meeting

November 8, 2023

Minutes

Present: Hilde, Lorna, Maja, Sanda, Taina

Today we say good bye to Taina, who is retiring on December 1st.

We will sorely miss her. Both personally and professionally.

She has been our guiding star in the DDI-CVG.

She shares her personal email address with us, so that we can contact her in the future.

We wish her well and hope to hear from her now and again.

She might be spending time in Finland mid-April to mid-May and then in October next year.

1. Edits to the current CVG Alliance page:

Will happen in the next few weeks, definitely before the holidays.

Usage Instructions page; It might not be possible to hide (comment out) and entire page, partly because it might not be retrievable in the future (if there is no link to it). We will just keep a brief paragraph on this page, possibly add some screenshots of the Usage tab from the CESSDA vocabularies site.

1. Our communications with Qualitative data people:

They’ve been notified to send future emails to Sanda, or the group (or someone from the group). We might not hear from them for a while.

If by March 2024 they still don’t have a response for us, we will consider making the proposed edits to our own vocabularies (the changes mostly involve definitions, no actual codes or existing terms will be affected).

1. Working with Google docs sheets:

Three useful commands to know:

-Text wrapping: a) highlight the entire column; b) click on this icon (blue): 

-To create a new line within a cell: click Alt+Enter where you want the new line to start

-Undo last edit: Ctrl+Z

We might be using Google sheets to work on CVs in the future.

1. Maja receives CV usage statistics. It would be interesting to see if CV usage increases as a result of linking the DDI Alliance CV page to the CESSDA CV site. We’ll try to remember to look at these when we meet again in late March 2024.
2. The CESSDA vocabularies tool is being updated and the new version will be released in just a few days.

The update includes a resolution of the URI issue, that needed fixing for the CESSDA-DDI Alliance pipeline to be finalized. Maja will email Darren to let him know about this as soon as the update is public. She will also copy Sanda on this email, so that she can inform Jared and then continue to follow-up on the pipeline work.

The code-level URIs are all listed in the SKOS exports in the beginning, and then individually in the description of each code:

<skos:hasTopConcept rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/cf270e4"/>

 <skos:hasTopConcept rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/6dd0887"/>

 <skos:hasTopConcept rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/be111a8"/>

 <skos:hasTopConcept rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/ce09e3d"/>

 <skos:hasTopConcept rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/5b659e6"/>

 <skos:hasTopConcept rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/6311ae1"/>

 </rdf:Description>

 <rdf:Description rdf:about="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/fd6b874">

 <rdf:type rdf:resource="http://www.w3.org/2004/02/skos/core#Concept"/>

 <skos:inScheme rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/"/>

 <skos:notation xml:lang="en">ProjectOrStudyDesign</skos:notation>

 <skos:prefLabel xml:lang="en">Project/Study design</skos:prefLabel>

 <skos:definition xml:lang="en">Describing the rationale, and putting together a specific plan for conducting a study or research project.</skos:definition>

 <skos:narrower rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/c095029"/>

 <skos:narrower rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/c166544"/>

 <skos:narrower rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/c05e5b6"/>

 <skos:narrower rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/547933a"/>

 <skos:narrower rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/9573464"/>

 <skos:narrower rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/ba06f19"/>

 </rdf:Description>

 <rdf:Description rdf:about="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/c095029">

 <rdf:type rdf:resource="http://www.w3.org/2004/02/skos/core#Concept"/>

 <skos:inScheme rdf:resource="http://rdf-vocabulary.ddialliance.org/cv/ContributorRole/1.0.2/"/>

 <skos:notation xml:lang="en">ProjectOrStudyDesign.Conceptualization</skos:notation>

1. Updating the DDI-CVG wiki page:

Instructions from Taina about updating the minutes:

UPDATING CVG COMBINED MEETING MINUTES in CONFLUENCE1) Log in to Confluence2) Click on Edit on top righthttps://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/39321631/CV+Group+Meeting+Minutes3) Click on ‘Insert Filers and Images’ on top row4) Click on in the pop-up and choose the updated combined meeting minutes file from your computer5) Close pop-up (DO NOT click on ‘Insert’, just close)6) Click on ‘Publish’ at the bottom of the pageThe new version of the combined minutes is now published.*Note: the name of the ‘Combined meeting minutes 20xx – 20cc’ has not changed, you just replaced an earlier version of the document by an updated one (after adding new meeting minutes there).*

We’re likely going to have to start a new document next year.

1. Non-Alliance and non-CESSDA vocabularies on the CESSDA CVS.

GESIS has published four vocabularies on the CVS. These came to Sanda’s attention in connection with a paper that will be presented at EDDI 2023 regarding the “Variable relations” vocabulary. This CV, as well as the other three, employ digits only for the “codes” and in the Variable Relations vocabulary the “terms” are in fact formatted as codes (the other three GESIS vocabularies seem to have the descriptive terms in the expected format).

Even if the CVS user guide indicates that the rules regarding formatting codes and terms are only mandatory for the DDI Alliance and CESSDA, our group agrees that the codes and descriptive terms in all published vocabularies should follow the same rules. It is, in fact, highly unusual for a code to be composed of digits only.

Once vocabularies are published on the CVS they can be used by any other organization or metadata creator and it is good practice that they all follow the same formatting rules.

Another issue is the fact that the “Usage” section is empty in all of these vocabularies. While this section is not mandatory, it should be filled in to avoid confusion regarding the intended usage.

This is important information that users external to GESIS would be looking for.

The “Variable Relations” vocabulary is in fact intended to be used with DDI-Lifecycle elements, and this should be documented in the CV.

We hope that perhaps Maja will have a chance to talk to the GESIS authors at EDDI, and convey our group’s position on this issue.

1. Next meeting

Our next Zoom meeting will take place in the second half of March 2024. Exact date TBD, Sanda will probably send a Doodle poll closer to March to check for people’s availability.

Until then we will meet only if there are pressing issues to resolve.

We will however keep in touch by email regarding any and all CVG -related issues.

## DDI CVG Meeting Minutes, 4 October 2023

Present: Lorna, Sanda, Taina

1. DDI Alliance CV pages review continues; a few more changes are discussed and approved:
	1. Under the Available Formats tab, replace existing text with: On the CESSDA Vocabulary Service site (link) the CVs may be downloaded in SKOS, PDF, and HTML formats.
	2. “Usage” tab: Leave first and last sentence, but edit last sentence to say: “The published DDI\_CVs may be used with relevant classes from both DDI-Codebook and DDI-Lifecycle.”
	3. Delete/hide/comment out the entire page linked to Usage Instructions (disable link?). We reviewed this page and practically everything in it is outdated. There might still be some value in keeping a markup example, but we’ll need to update it to DDI-L V3.3. We’ll think about this when we see the new site after the CESSDA to DDI Alliance pipeline is actually working. (In the current example, the URN is not right, and we would want to use a code made up from two words, for clarity. For example, HousingUnit for the AnalysisUnit vocabulary.
	4. Versioning Policy tab: in the first paragraph, change end of last but one sentence to: “…change any version reference from V. x.x (two digits, for example, V. 1.0) to V. x.x.x (three digits, for example, V. 1.0.0). Last sentence in the paragraph is ok.
	5. From the “What is a controlled vocabulary” link  (<https://ddialliance.org/taxonomy/term/167>),-

The reference for this quote "A set of subject terms, and rules for their use in assigning terms to materials for indexing and retrieval."  is a broken link. Change it to <https://www.cs.cornell.edu/wya/DigLib/text/Glossary.html>

* 1. Translations tab: Replace last two sentences with: “There users can select the language(s) and format(s) they wish to download.”
	2. The guidelines document:
		1. Not all of the changes listed in this document are supported by the CESSDA vocabularies tool. The ones that are supported are documented in the table included under the “Versioning Policy” tab.
		2. Migration measures are missing from the latter, and would have to be included in a potential new/updated Guidelines document. Sanda clearly recalls that these were put together by an IT person at FSD (Jani?) and she is not sure that people without IT expertise can reformulate or update this type of content accurately.

We won’t look into this until the CESSDA to DDI Alliance pipeline is live.

**Next meeting: November 8th at the usual time**. A Zoom invitation has already been sent.

## DDI CVG Meeting Minutes, 2 August 2023

Present: Lorna, Sanda, Taina

1. Lorna has done a review of the (recently edited) CV page on the DDI Alliance site.
2. She has created a document with notes, and suggested changes, and we start by reviewing those.

**Action point:** The reviewed document will be used by **Sanda** to ask Jared to make those changes directly on the website.

1. The last note in the document above refers to the “Guidelines…” – a PDF file that is linked from this page. The link needs to be temporarily removed; the Guidelines need to be revisited and then republished on the new projected website that has the pipeline working.
2. Other changes needed on the current website

#### Text above table on the first page. Replace “The table below may include content that is superseded” with: The table below has content that is superseded.

#### Take out this statement See [all versions](https://ddialliance.org/controlled-vocabularies/all) (including the link) or replace just the link with a link to the Cessda tool site

#### At the bottom of the same first page replace the text “See all Versions” with “See previous versions” but the link should stay the same (i.e. it would link to the second table)

#### On top of the second table (all versions) repeat this statement from the main page table: The table below has content that is superseded. For an up-to-date list and download links of the latest versions of the CVs currently available please see the [CESSDA Vocabulary Service](https://vocabularies.cessda.eu/).

#### Second page: Replace the link from “See latest versions” with a link to the Cessda tool homepage.

#### The download button on the second page: replace “latest” with “previous”

* Title of the second page: replace “overview table of “all versions” with “overview table of previous versions.”
1. Regarding our response to Qualidata, the document has been reviewed and approved.

**Action point: Taina** will use the most recent version (dated Aug 2, 2023) to put together our final response. We are envisaging definition changes for two of our terms, but we can work on finalizing those after we get a reaction from Qualidata.

## DDI CVG Meeting Minutes, 26 June 2023

Present: Hilde, Lorna, Maja, Sanda, Taina

1. Qualidata’s proposed enhancement of our Sampling Procedure CV for better coverage of qualitative data.

Four subterms are proposed for Non-Probability:Purposive and one subterm for Respondent-assisted.

* Our group is in agreement with comments from Alex (GESIS), FSD staff, and UKDS (Sharon).
* The proposed subterms are generally covered by the current terms
* Additional detail would make the CV harder/more confusing (?) to use
* We have avoided using three-level hierarchies in the DDI CVs precisely because they are harder to use and harmonize across catalogs/organizations

Taina has put together an Excel spreadsheet where we will be working on our response.

We basically plan to edit some of our own CV definitions to include concepts/ideas from Qualidata’s subterms, and also make recommendations to Qualidata about the usage of terms and definitions in DDI, including usage of the <txt> field which allows free text detailed explanations of how the sampling method in question was actually used.

**Action point: Sanda** will review the spreadsheet and make suggestions where possible, and then will email it to **Taina,** who will attempt to produce a more final draft for discussion in our next meeting. Taina will try to make her latest draft available before the meeting, so we can take a look at it.

1. DDI Alliance CV pages and pipeline tool from CessdaVocabService to DDI pages.
2. Pipeline tool – still work in progress, apparently it now needs correct code-level URIs from Cessda SKOS exports in order to be finalized. Cessda experts are working on fixing this; delays expected due to holiday season, but hopefully the issue will be resolved by fall.

The DDI CV test pages for the pipeline (([Controlled Vocabularies - Overview Table of Latest Versions | Data Documentation Initiative (ddialliance.org)](https://testrdf-vocabulary.ddialliance.org/controlled-vocabularies)) are unchanged from last December. We may look at them again in our next meeting.

From our December 2022 meeting:

Issues notes with the test pages:

* + 1. the “most recent versions” download package does not contain the most recent versions. (Neither does the package on the current active page).
		2. The “all versions” table does not contain all versions (see Mode of Collection)

**Action point:** It would be a good idea if the entire group had a look at these prior to the meeting

1. In the meantime, Sanda and Jared have updated some of the text on the CV pages according to the requirements listed in minutes from our December 2022 meeting and the new versioning policy.

**Action point: All members** please review the current DDI CV page ([Controlled Vocabularies - Overview Table of Latest Versions | Data Documentation Initiative (ddialliance.org)](https://ddialliance.org/controlled-vocabularies) against the changes listed in our December minutes (attached to this email) and the new versioning policy ([Versioning for DDI - Google Docs](https://docs.google.com/document/d/1D1Pt0iMvUdvEmWsLPFAHnt41RD6e0Pk_uG3p4hPyYf0/edit)).

(We’ve already noted that the Available Formats tab also needs editing)

## DDI CVG Meeting Minutes, 7 December 2022

Present: Lorna, Sanda, Taina, Jeannine Beeken (UKDS), Morten Jakobsen (NSD)

1. DDI-CVG proposal for changing all of the conceptType elements to conceptualTextType in DDI 2.6
	1. We have not heard back from the Technical Committee if a decision was made regarding this proposal. Sanda asks Wendy about this; she replies: “it’s being discussed”.
2. New/updated CV pages on the DDI Alliance site to accommodate products from the new pipeline that will update the said pages to keep them in sync with the products created and published in the CESSDA tool.

Sanda will request two changes from the ICPSR Web developer who is in charge with maintaining these pages:

* 1. Remove the existing text under the “Translations” tab and replace with:

“The languages in which translations are available are listed in the HTML presentation of the individual CVs. The HTML/PDF/XML/SKOS exports for a CV include all existing translations. Language-specific downloads are available at [CESSDA Vocabulary Service](https://vocabularies.cessda.eu/)”

* 1. The page showing all of the versions (past and present) will no longer work in table format, because it won’t be able to fit in all of the versions. We’ll need to find a solution for this. Suggestions are welcome. Sanda will also bring this up with Mike from ICPSR.
1. New versioning policy.
	1. We will be transitioning to a three-digit versioning system, which will account for both the source language and the translations of a CV.
	2. Taina has prepared a detailed document regarding this new policy, which has been reviewed by Sanda. Everyone else has received access, including editing rights (please enter mostly comments, they are easier to read than actual edits) during the meeting.

The deadline for reviewing the document is December 14 by the end of the day.

Please find the document at “Versioning for DDI - Google Docs”.

* 1. This document will be posted on the new DDI Alliance CV introductory page any time after December 14.

Next meeting: TBD. See below

Sanda will be in Hawaii until March 8. Meeting will be difficult because of the time difference, but we will stay in touch over email and will meet if there is an emergency. Tentative time for a potential meeting will be 9 am Hawaii, 7 pm UK, 8 pm Norway and 9 pm Finland. Or else, see you in spring!

## DDI CVG Meeting Minutes, 25 October

Present: Taina, Sanda, Jennifer (trainee); guests: Jeannine Beeken (UKDS), Morten Jakobsen (NSD)

In this meeting we focused exclusively on the public review draft for the next DDI-C version, 2.6.

As a result of our discussion we decided to file a Jira issue with the recommendation to change all of the conceptType elements currently in the draft to conceptualTextType.

This is a summary of our discussion and conclusions:

The current draft for DDI 2.6 includes two different element types that would support the use of controlled vocabularies – conceptType and conceptualTextType.

ConceptType allows for entering a code representing a “concept” from a CV list OR a free text description of a concept, but not both.

ConceptualTextType allows for entering BOTH a code from a controlled list and a free text description, which could be used for entering the descriptive term from the controlled list that is being used.

Our recommendation is that all of these elements should be of the same Type, i.e., have the same structure.

We prefer the ConceptualTextType structure, specifically because it allows entering both a code and a descriptive term (or text) and the existence of separate subfields for each of these would indicate precisely which is which. That would make it a lot easier for both the code and the descriptive term to be properly parsed and processed by software.

Enabling the ConceptualTextType structure for all of the elements that are currently conceptType would not affect backwards compatibility since the “text” element would be added, not deleted.

Entering descriptive text in addition to a CV code is the desired outcome. Currently this not possible for all of the elements to which a conceptType subelement has been added.

For example, developmentActivity has a textual description available at the same level as typeOfDevelopmentActivity, which is conceptType.

That option is not available for typeOfDataAccess however, since the upper level container – DataAcess – only includes two complex elements at the same level as typeOfDataAccess, therefore there is no way to include any textual description referring specifically to the type of data access.

Recommendation: Change all of the conceptType elements to conceptualTextType. This would at least help disambiguate between a code and a descriptive term from a CV, which is important for harvesting CESSDA data catalogs. If using a controlled vocabulary that does not provide codes, the descriptive term could be entered as text and the vocabInstanceURI attribute, if/when available could be used to identify the specific term.

A Jira issue (using a revised text) was filed by Sanda on October 27, 2022:

[[DDICODE-101] Change all conceptType elements to conceptualTextType in DDI 2.6 - JIRA (atlassian.net)](https://ddi-alliance.atlassian.net/browse/DDICODE-101)

Next meeting: Wednesday, December 7, 2022 at the usual time.

## DDI CVG Meeting Minutes, 4 October 2022

1. Type of Frequency vocabulary.

Ready for publication. Last-minute comments, requests for changes due by Oct. 7 (Friday)

After that, Sanda will publish.

1. Bug in Vocabularies tool – definitions not showing in Editor mode. Taina takes note, this will be resolved as a bug fix very soon; publication of new CVs is not affected.
2. DDI 2.6

… is out for review until the end of October. It is important that we take a good look at the changes, specifically how they will affect (improve) the way CVs may be used for a number of DDI-C elements.

There will be three different ways to enter a CV?

Currently there is just one way, apparently and it is described in the Usage section of some CVs:

Here is an example, just for reference:

*For the "category attribute", a value from a controlled vocabulary may be provided if the "other" value is chosen. In this case, the term from the controlled vocabulary should be placed in the "otherCategory" attribute, and the controlledVocabUsed element (in the Document Description section) should also be filled in.*

This is a priority for us given the deadline, as well as the relevance of these changes for the CMM. So we decide to meet again at the end of the month (October 25) and just focus on the 2.6 version. Lorna won’t be able to participate, but we might invite Sharon and Janine (?) for feedback. **Action Point:** Sanda will include them in the Zoom invitation and Taina will send them a brief agenda explaining our plans/expectations from this meeting

1. XPaths for all DDI-C elements have been entered in the Usage section.

We now need to take care of the XPaths for DDI-L elements, but this is not a priority right now (see point 3. above).

When we do move on to figuring out these XPaths, we will need to refer to Wendy’s latest message, copied below (just for easy reference):

*I will verify this answer with others in the TC but essentially you should probably only go back to the first maintainable level as content in Lifecycle can be used in multiple locations (Study, Group, ResourcePackage, LocalResourcePackage at a minimum). You also do not need to worry about namespaces (ddi:, s:, d: etc.) as element names are unique in Lifecycle from 3.2 on (with the exception of a few of the record layout description contents). I wouldn't worry that 3.2 and 3.3 are replicated. If you want to indicate variation in different versions you could use a usage range (3.2 - current version) (3.2) (3.3). I'm not sure if this is a major issue (lots of changes) or if it is merely a matter of indicating some being used in earlier versions and some not. I'll get back to you with a definitive answer soon.*

1. Next job

While we are thinking about our next task, it would be useful for all of us to read the

*Report of the IUSSP-CODATA FAIR Vocabularies Working Group:*

[Report: IUSSP-CODATA FAIR Vocabularies Working Group - Google Docs](https://docs.google.com/document/d/1n5bHlHrlNHIvhrgJz3Q8B6fmnw8wveGCj82qqjNxwLc/edit)

It would also be useful to have another look at the previous “research” we did on potential DDI-L candidates for CVs (attached in Sanda’s message from October 2nd, 2022).

This is not a priority for now, we will perhaps touch on this at our November/December meeting (date TBD)

Next meeting: October 25, at the usual time

## DDI CVG Meeting Minutes, 11 August 2022

Present: Hilde, Sanda, Taina

1. Frequency CV.

We test the vocabularies tool in staging mode and are able to save a code entry.

When the bug is fixed in the real tool Taina will let Sanda know, and Action Point: Sanda will create a final draft, export PDF, and send it over to the group for final review. She will also create a draft note in the definition of the “Other” code regarding its recommended usage (see below)

We decided to name the vocabulary TypeOfFrequency, long name Type of Frequency.

1. Improving definition of term “Other” by adding information on how to use it.

We agree it would be important, and useful, to do this. But it would involve creating new versions for all CVs. So, we decide to start by including such an explanation just in the new versions that we publish. And then hopefully do it gradually for all CVs.

See this month’s Agenda for additional details

1. Providing XPaths for the DDI elements mentioned in Usage.

Sanda has drafted a list with the elements needing XPaths.

Some XPaths for DDI 2.5 and 3.2 may be found in the CESSDA CV usage document. For 3.3 we would have to make them up, but most will be similar to 3.2.

We think that filling in the 2.5 XPaths might be a priority since DDI 2.6 is going to be published in the (very) near future. We will work on those first.

Action Point: Sanda will start filling the XPaths in the above-mentioned list, and then she and Taina will transfer them to the actual CVs in the tool. The Usage section may be edited without a change in the Version number.

Then we can start working on the 3.2 and 3.3 XPaths, trying to share the work among ourselves.

1. Sharing CV slides/presentations with the DDI Training Working Group.
Sanda has already sent the group all of the relevant slides obtained from Taina, as well as her own. We hope that the Training Group will look at them and edit / re-arrange them so as to create meaningful training materials. If needed, we will try to help but for now we just wait to hear back from them.
2. Deprecation policy for entire CVs.

Taina has put together a draft policy that she shares with the group.

Action Point: We all need to review the document, and approve it, or send out comments/suggestions.

This is rather urgent. Should be done within 10 days or so (by August 25), so that Taina can start discussing it with the developers.

Some of the Vocabularies tool’s features will need to be changed to accommodate for the new code and CV deprecation policies

1. Potential new CVs to work on. We really have no requests or awareness of user needs. Action Point: Sanda will try to contact Arofan and ask if he has any ideas, including potential CVs for elements in DDI-CDI

Next meeting: October 4 at the usual time

## DDI CVG Meeting Minutes, 1 June 2022

Present: Hilde, Sanda, Taina

1. Vocabularies tool: Sanda has tested in staging, was able to publish both a new vocabulary and a new version of an existing vocabulary. There will be a new release of the tool in June, and it will include these fixes
2. Deprecation policy – we now have a new code deprecation policy, so codes can no longer be deleted. How about entire vocabularies? There is still the option to delete an entire vocabulary in the tool. That seems to conflict with the new “philosophy” of not having things deleted. Should we not apply a similar “deprecation” instead of “deletion” policy to the CV lists? Action point: Taina will further consider this, talk to others?
3. Sanda was contacted by the Training Working Group and asked to provide some slides about the CVs – what they are, how they are to be applied, our work, etc. Action point: All group members are kindly asked to contribute whatever slides they may already have about the vocabularies from different meetings so that we can put together something homogeneous. Please send all available slides, write-ups, etc., to Sanda as you have them.
4. Frequency CV.

We look at the comments sent out by SND (Swedish Data Archive).

*Comment 1: When measuring things several times a day, hour, minute or second, which is often the case in e.g. medical research, it would be good if there was an alternative where you can specify the frequency exactly, e.g. in Hertz (readings per second). I see that there is an "Other" option for the case where the frequency is known but does not exactly match any of the other options, but it seems to lack a corresponding metadata field where the exact frequency can be specified. I can also not read out how to do if you have several measurements with different frequency in the same dataset, but it may be clear from a broader context that is not included here?*

 In the CodeValueType class there is an attribute for adding the specific value.

We find out that IntendedFrequency is not repeatable. Its parent element however, DataCollectionFrequency \*is\* repeatable and so is CollectionEvent. So, the higher level elements may be used when one has to document different frequencies.

There does not seem to be a free text element available for entering additional information. When selecting Irregular from the list, for example, one might want to add some detail about this. Same thing about the “Occasional…” entries. We will need to contact TC about this or create an issue for DDI-L, asking for a free text element to accompany the CodeValueType.

*Comment 2: TSND Climate / environment profile, we have numerical values and CV for units, where we should perhaps add Hz, kHz, MHz, etc. as Gustav mentioned, to better cover the need for the technical subject.*

*Covering all non-regular saturation protocols (weekdays, weekends, non-red days, not during the summer, rain-free days, only during 9-17) sounds impossible, better to take in these as free text.*

*"Continuous" I would avoid - an example given is a Holter Monitor, but if you google them it looks like they have a sampling frequency of 50Hz to 250Hz, and maybe it is the information that should be included. Perhaps "continuous" can be suitable for, for example, observations made by observers who look at something.*

*Other common information about time series is "completeness", i.e percentage of planned measurements that gave results. Or percentage values that are missing, which is the same information but vice versa.*

 We take out the Hoelter monitor example from the definition for “Continuous”.

Regarding the measurement units, we have a dedicated field for those in DDI-L so no need to worry about them.

I am keeping this comment about the name of the DDI element just for reference:

Frequency CV. The DDI element is called “IntendedFrequency”. Our own list attempts to describe actual frequency. Will that be okay? Sanda is not completely comfortable with the “intended” part, but could let it go. We have terms (codes) that cover for some “intention” that did not come to fruition (for instance, when funding was not obtained for an annual frequency, etc.)

CV ready, Action Point: Sanda will create a draft in the tool, and send out a PDF to the group for final review.

1. CV versioning and publication policy. Below are additional clarifications from Taina:

*This is also detailed in a separate document. We all agree with the proposed policy, a three-part version number as described in the policy is the best solution. Language-specific version numbers will only be saved and used within the Vocabularies tool.*

*The three-number versioning will be available at least in the SKOS/RDF export from CVS and in the URN. What remains to be decided is to what extent it is necessary to change the versioning in the tool itself. The main goal is to keep having clear version history for each language separately in the tool.*

*To restrict the number of versions, the workflow in the tool will be changed so that translators cannot publish anymore, only SL administrator and content administrator can.*

*Status for SL\_Admin: Draft, Review, Ready to be translated, Publish*

*Status for TL\_Admin: Draft, Review, Ready to be published*

*Once SL is ready to be translated, translators will have about two months to do their translations and the SL\_Admin will publish SL and all TLs that are ready to be published at the same time.*

*Next publication without SL changing will be at an agreed time, say 6 months from the previous publication, for any TL translations to come onboard or changes made.*

*The aim is to have at maximum 3 publication per vocabulary per year.*

*When a new SL version is created, everything in previous version is frozen as now. When SL is ‘Ready to be translated’, the above mentioned cycle begins again.*

1. XPaths – Action Point: Sanda will provide a list with the elements for which we need XPaths. Action Point: Hilde will try to see if there is somebody at NSD who can help.

**Next meeting: Thursday, August 11, at the usual time.**

## DDI CVG Meeting Minutes, 5 May 2022

Present: Hilde, Lorna, Sanda, Taina

1. Publishing CVs in the CESSDA tool

Sanda seems to be unable to publish. This is a bug in the tool. Taina will contact the developer(s) and we will work to fix the bug.

In the meantime (post-meeting) Taina has published the TypeOfTranslationMethod vocabulary, and is working with Sanda and the developer to fix the bug that is preventing Sanda from publishing.

1. New code deprecation policy.

There is a document made available by Taina. According to the new policy, codes that need to be removed from new versions of vocabularies will always be deprecated, never deleted.

Some recommendations made in our discussion:

The term for the deprecated code will remain searchable, and if brought up as a search result it will show the versions (with dates) in which it was a valid code.

The deprecated code will no longer be included the code list, it will just appear in the changes area/version history (?) together with the “replaced by” info, as appropriate.

1. New CV versioning policy.

This is also detailed in a separate document. We all agree with the proposed policy, a three-part version number as described in the policy is the best solution.

Language-specific version numbers will only be saved and used within the Vocabularies tool.

1. Still waiting to hear from the Technical Committee about the tool that will enable an automated update of the CV content on the DDI Alliance site.
2. X-paths in the CV usage section

The Technical Committee has indicated that usage information in our vocabularies should have X-paths for the elements cited.

[https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2766569473/Technical+Design+Specification](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2766569473/Technical%2BDesign%2BSpecification)

(See row 28 in the Metadata profile table).

We will need to talk more about this at our next meeting. It looks like X-paths are not available for us to copy and paste, they will have to be created by hand. Sanda’s comment: This is cumbersome, and can easily lead to errors. But if they become mandatory, we will do our best to include them.

1. Frequency CV.

We have an \*almost\* final draft after this meeting. Sanda will send out two copies – the semi-final draft with no additional comments or notes (dated 5/12/22), and the copy saved after the meeting that still includes some comments – just in case they are useful for a final review.

We still need to map our terms to the SDMX ones.

It would be good if people could contribute until the next meeting. If not, we can use the meeting to do it. In the meantime, group members are strongly encouraged to give this semi- final draft a thorough review, including sharing it with other people in their organizations who might be interested, or able and willing to comment.

## DDI CVG Meeting Minutes, 30 March, 2022

Present: Hilde, Lorna, Sanda, Taina

1. Type of Translation Method vocabulary

PDF version of final draft was sent out to the group for final approval. Sanda will wait another week or so, but if she does not hear back from people she will assume everything is fine and will publish. She may send final warning before publishing.

1. Frequency vocabulary

We spend this meeting discussing and making edits to the existing draft.
We will map to the SDMX vocabulary in the definitions of the terms, but only after we have a more advanced draft.

Many entries finalized, a few still up for discussion. Please review notes in spreadsheet.

CV tentative definition added by Sanda post-meeting on the meeting spreadsheet. Please review.

When we have a final draft, Taina, Hilde and Sharon will try to consult other data specialists, preferably familiar with other domains, to see if additional terms are necessary. This will probably happen after our next meeting.

Next meeting: Thursday, May 5, 2022 at the usual time.

## DDI CVG Meeting Minutes, 1 March, 2022

Present: Hilde, Lorna, Sanda, Taina

**Action** **points** from last meeting

1. Type of Translation Method CV. When the Vocabularies tool has been updated and is back in use, **Taina** is going to email all of the users. At that point, **Sanda** can publish the CV in the tool, then generate a PDF or HTML version and send it to the group for final review/confirmation
2. Further work has been done on the Frequency CV draft, and **Lorna** may have some additional comments. An updated draft should be available to the group soon, and will be discussed at our next meeting.

**Requested change in CVs versioning policy**

 Taina’s draft is being discussed, with pros and cons for each option.

 We end up agreeing on the following policy:

* Three digit version number
* First two digits will refer to the source language CV only.
	+ First digit change for a substantive change. Substantive changes for the source language will be considered the same as currently defined in our published policy:

[Controlled Vocabularies - Overview Table of Latest Versions | Data Documentation Initiative (ddialliance.org)](https://ddialliance.org/controlled-vocabularies)

Where code takeover, merger, split-off and breakdown will basically amount to “Code added” and “Code removed” since they all involve adding and/or removing or deprecating codes.

* + Second digit change in source language CV for non-substantive change, also as defined in the above mentioned policy.
* The third digit will indicate a new translation, or a change to an existing translation. There will be no differentiation among translations in the third digit of the version number.

If current procedure and best practices are followed, the changes in translations should never be “substantive” because translations will attempt to faithfully reflect what’s in the source language.

**Action Point: Taina** will prepare a new proposal for versioning policy, based on the group’s decision, and will submit to the interested parties. She will kindly send the proposal to the group first, just so that we are aware of what is happening.

**DDI 2.6 documentation about the use of our CVs**

Wendy Thomas has asked us where we think that the documentation about CV availability and usage should live in the next DDI-C version (2.6), currently under development.

We agreed in the meeting that we would like this kind of documentation at field level, because people rarely look at the high level documentation.
Field level would be more useful, even if the documentation can only be updated when the next version is published. Ideally of course the CVs should also be mentioned/described in the high level documentation, with the appropriate links to the entire list.

Taina has offered to email Wendy our group response, and has already done so on 3/1/2022.

We will be discussing the Frequency CV draft at our next meeting, with a goal to finalizing it.

## DDI CVG Meeting Minutes, 7 December 2021

Present: Hilde, Lorna, Sanda, Taina

1. Action points from last meeting:
- Update usage info in CVs; Sanda has completed the following updates:

* Usage for Language Proficiency. A second module “(datacollection”) was added alongside “archive” for Read, Write and Speak in DDI 3.3.
* Usage for Contributor Role. For DDI 2.5 the element <othId> with attribute “role” were added. Previously we had been stating in error that there was no element supporting this CV in DDI-C.
* DDI plus version number was updated in all CVs to DDI-C or DDI-L plus version number.

2. Updating the DDI Alliance pages.

There was a message from Wendy Thomas to Jared Lyle (and Sanda) stating that: “
*The resolution system will allow the CV group to publish the CVs currently managed on the CESSDA system on a DDI site. The html output generated from the export can then be published on the current DDI pages. The work Colectica is doing will allow resolutions to be routed depending on the format needed....html, skos (rdf) or in a CodeList xml.*

*This work should be completed in the next few months. I don't know if you want to change to a different temporary fix than you currently have*.

**Action point:** Taina will try to find out (from Darren?) how this work on the resolution system will allow us to update the DDI Alliance CV pages. And if it is indeed going to solve the problem of updating the DDI Alliance pages, how long it might take. Also, in relation to that,

Are the tools meant to update the DDI Alliance CVs still being built? Please find out from Oliver/Darren(?)

Sanda and Jared had decided to put a note on the DDIAlliance CV page which would indicate that those CVs have not been updated, and refer users to the CESSDA tool for the most recent versions. We would probably go ahead and post the note if the work on resolution or the other work on tools to transfer CVs from one site to the other will take longer than a month or so.

3. Type of Translation Method CV.

Lorna presented us with some suggestions for improving the CV, so we spend most of the meeting time discussing these.
We think we have a final draft now.

**Action Point:** When she finds some time, Sanda should go ahead and publish this CV in the tool, generate some PDF or HTML and send it over to the group.

4. Frequency CV. We have no time to discuss this, however it looks like its publication is relatively urgent (should be published before DDI 2.6).

**Action point:** Taina has done some work on this, and she will try to further refine it before we next meet. She will email any updated drafts to the group.

Next meeting: Sanda will be on vacation until Feb. 15. She will be reading her email but we will have another live meeting only when she returns.

**Action Point:** We will need to touch base in January about actually scheduling the meeting, which will most likely take place at the beginning or March. Maybe organize a Doodle poll.

## DDI CVG Meeting Minutes, 19 October 2021

Present: Hilde, Lorna, Sanda, Taina

1. Type of Translation Method CV

This is now finalized. Sanda will save a clean copy and send it out to the group for a final pre-publication review, including by people outside our group as needed.

1. Updating the DDI Alliance pages

There seems to be a new plan for this.

**Action point 1**: Sanda will contact Wendy to find out more.

1. Updating “Usage” for Read, Write and Speak.

In DDI 3.3 these elements are in two different modules - archive, and dataCollection. Normally elements that are part of several modules are declared in “reusable”.

**Action point 2**: Sanda will ask Wendy if this was intended, or it is an oversight. How do we update the CV Usage? List each module and repeat the elements for each?

1. References to DDI versions/development lines in the Usage section.

Hilde suggest that we might want to change these references to DDI-C and DDI-L, which makes perfect sense, except we would still have to add the Version number after that (because each of the two development lines has several versions).

**Action point 3:** Sanda could update these references when she has some spare time.

1. Frequency CV

We will start work on this next time. Sanda has created a spreadsheet where the original CVG draft terms are shown side-by-side (adjacent columns) with the SDMX terms. This will help us compare and harmonize 😊 the two lists. SDMX definitions are \*not\* (yet) included in this new spreadsheet. **Action point 4**: If anybody would like to add them, they are more than welcome to do it, and let us know before our next meeting. But we have not yet decided to actually use them.

Next meeting: Tuesday, December 7, at the usual time.

## DDI CVG Meeting Minutes, 24 August 2021

Present: Hilde, Lorna, Sanda, Taina

1. Type of Translation Method CV:

Taina receives recommendation to include Adaptation and Harmonization in the CV. We agree, and start discussing draft definitions. We make some improvements, but they still need some work. Post-meeting, Sanda enters suggestions for improved definitions in spreadsheet.
**Action point 1**: Hilde, Lorna and Taina to review Sanda’s proposals and have comments ready at our next meeting.

We also review, and edit the CV definition. We think it is acceptable.

**Action point 2**: Lisa and Alex to review; CV definition to be confirmed as final at our next meeting.

Comments from GESIS: we agree there is no need for further review/discussion.

1. Updating the DDI Alliance site. This has been included as a short-term goal by the Technical Committee, and there was a TC meeting to this effect during the summer, attended by Sanda and Taina. Mike Iannacone from ICPSR also participated. He will be doing the actual Web work.

Currently still waiting to hear from TC about any progress.

1. The “edit” function in the Vocabularies tool is still broken. If there is need to edit, one could copy and paste old info into the blank screen and then edit.
2. Update usage for Read, Write and Speak. Sanda has looked into this, but had no time to report at the meeting. We can go back to this at our next meeting. Basically, these elements were previously present in one module only (archive) and now are present in two modules (added in datacollection). We have not encountered such a use case before but would probably list both modules and repeat the elements under each module.
3. “Frequency” CV

Will be discussed at our next meeting. We agree in principle to include most of the SDMX terms, but they need to be reviewed independently, even if briefly. Sanda would prefer that we continue to use words for the codes rather than the SDMX-type codes, for consistency across our CVs. We can include information about how they map to the SDMX codes in the definitions.

**Action point 3:** All group members to review our draft against the SDMX list

 Next meeting: Tuesday, October 19 at the usual time.

## DDI CVG Meeting Minutes, 22 April 2021

1. (Type of) Translation Method vocabulary.
* We review the definitions, change “one translator” to “a single translator” and all definitions are approved
* Regarding such terms as “adaptation” and “harmonization”, which relate to the translation process, we decide that they would apply to different variants (national, or regional dialects) of the same main language. While they would be difficult to incorporate in our current CV, we should perhaps make a note at CV level (definition or note) of the fact that we are only covering translations from one individual language to another, and do not cover adaptations or harmonizations among variants of the same “main” language.

Action point: Sanda, Lisa, Sharon, Hilde and Alex will each try to come up with text for the CV definition and potential note, and we will look at these in our next meeting.

1. We did not examine in detail the comments still entered in the spreadsheet, mainly from GESIS.

Action point: We plan to review those together next time.

1. Clarification of DDI 3.3 specs around TranslationMethod:
* Translation Method itself is repeatable to accommodate entry of “multiple methods” (from inline documentation). We think the terms in our CV kind of exclude one another, but otherwise ok, we don’t have an issue with repeatability.
* TranslationMethod has two subelements: TypeOfTranslationMethod (codeValueType) and Description. Within Description, in <Content>, text may be entered in multiple languages. So that’s where multilinguality is supported.
* Regarding the connection (reference) to an instrument, or question that the TranslationMethod might apply to,
	+ Developed objects (Instrument, Question, MeasurementItem, ControlConstruct) all have a DevelopmentResultsReference
	+ So, the chain from the Instrument or Question is:

Developed Object (i.e., Instrument, or Question) --> DevelopmentResults --> DevelopmentPlan / DevelopmentActivity (TranslationMethod is part of TranslationActivity, which is a Development Activity.)

1. Action point from last month: Sanda has yet to contact TC and Oliver about the status of the tools built to transfer over the CVs from the CESSDA site to the DDI Alliance site.
2. Action point: We found a problem with the “edit” function in the vocabularies tool (old text disappears when clicking on edit). Taina will look into this and report back.
3. Action point: Sanda still needs to evaluate if it’s necessary to update usage info for LanguageProficiency to include Read, Write, and Speak within IndividualLanguageType, which is part of Translator requirements. She will report back to the group.

## DDI CVG Meeting Minutes, 2 March 2021

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

1. We discuss tasks and goals for the immediate and medium-term future, to be included in a Work Plan document requested by the new DDI Scientific Board.

The results of this discussion are reflected in the separate document prepared and sent by Sanda to the Scientific Board.

1. Type of Translation Method CV.
* Has been reviewed by a translation expert from GESIS and Taina has adjusted some of the definitions according to the expert’s comments.
* We mostly review the terms today, and are in general agreement that they are appropriate.
* For TranslationMethodUnspecified, Taina points out that we have used a similar term in two other CVs (LanguageProficiency and CharacterSet) and it may be needed for those cases where content is requested in the field, but there is no source documentation available. So, this term stays in our CV.
* Two other use cases are discussed in which the act of translation is involved
	+ Adaptation (or localization, but we seem to prefer “adaptation”) in which an existing translation is edited to include terms specific to a particular region or country that uses a variant of the same language.

This can be considered a form of translation, and happens at the same point in time as the initial translation stage (from one language to another)

* + Translations harmonization in which two or more translations in different variants of a language are being examined with a goal to harmonize them as much as possible, while preserving the necessary difference.

This would happen in a second stage, post initial translation.

We still need to determine if, and how, we could mention these two activities in our CV, without affecting the general logic, which so far seems to apply to the more straightforward translations from one language to another.

* + One question that we would need to look into is whether each TranslationMethod is associated with a particular language, and how.
	+ Or, perhaps, the association is with a particular instrument that is expressed in a particular language.

Because the element is repeatable in DDI 3.3

Action point: Sanda will try to look into this.

The next step would be to look at the definitions. We will plan to do this next time.

Action point: In preparation for our next meeting, Sanda, Lisa and Lorna will review the definitions, and will come up with suggestions for improvement if necessary.

We also note that some of the observations from the GESIS expert should be addressed

by examining the DDI context for the TranslationMethod element.

Action point: Sanda will try to find out more about the status of the tool(s) built to transfer over the CVs from the CESSDA site to the DDI Alliance site. She might bring this up in the upcoming Scientific Board meeting, and after the meeting she could send follow-up emails to Oliver, Wendy, and copy the DDI-CVG group.

Next meeting: April 22, 2021 at the usual time (13:00 BST, because it will be Spring!)

## DDI CVG Meeting Minutes, 26 January 2021

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

1. Action points from November:
* TypeOfPretestCollectionMode element has been added to the DDI 3.3 usage information in the Mode of Collection CV.
* TypeOfSample element has been added to the DDI 3.3 usage information in the Sampling Procedure CV.
* Sanda has reviewed and completed all of the CV usage references to DDI 3.3. If any errors or inconsistencies are found please let us/Sanda know.
* How do we approach the TypeOfFocusGroup element (newly introduced in DDI 3.3 in the Questionnaire development section). The issue has been described in detail in our November 2020 minutes.

*Action point for next meeting:* Lorna still has to follow-up on this, consult with Sharon; Alex will also take a look and provide his input, or consult with colleagues as well.

1. TypeOfTranslationMethod CV.

We take a look at Taina’s draft. It is suggested that we use “one translator, individual review(s)” and “one translator, committee review(s)” throughout, instead of “reviewer approach” and “committee approach”. We also consider whether the adjudication step should be reflected in the terms (right now this step is mentioned in some of the definitions) but we seem to agree that this would make the CV itself too complex/complicated.

*Action points for next meeting:* Taina will review it again for clarity and then pass it on to Alex, who will consult with colleagues and also bring his own perspective.

We plan to continue discussion on this CV at our next meeting, so the action points above are rather more urgent.

All group members are also encouraged to give some thought to this CV draft.

1. We find that the Language Proficiency CV \*is\* recommended for usage in children/sub-children of the TranslatorRequirements element; the inline documentation is not easy to navigate.

Next meeting: Tuesday, March 2, 2021 at the usual time (13:00 GMT)