# **DDI Training Working Group**

**Tuesday September 1, 2020**

9-10.30 am (EST), 2 pm (UTC), 3 pm (CET), 4 pm (CAT/EET)

Zoom-Meeting:<https://us02web.zoom.us/j/84563811637?pwd=QmNCNFY3YVhrRS8yb1NXZ3E5UkJNZz09>

Group email alias: ddi-training-group@lists.gesis.org

Group information and documents in [Confluence](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864375/Training%2BGroup)

Group information and documents in [Google](https://drive.google.com/drive/folders/1k7QbPH2QgpUr5ikBAp15siY_9tg_3YZm)

DDI Training Library: <https://zenodo.org/communities/training_library/?page=1&size=20>

***\*Please ‘bold’ your name if you are here!***

Present: **Jane Fry (Carleton U),** Florio Arguillas (Cornell U), **Dan Gillman (US Bureau of Labor Statistics),** **Arofan Gregory (Consultant),** **Chifundo Kanjala (London School of Hygiene & Tropical Medicine)**, **Kaia Kulla (Statistics Estonia)**, **Marta Limmert (Statistics Estonia),** Jared Lyle (DDI Director), Alexandre Mairot (Stethos France - Exastat), **Lucie Marie (Sciences Po),** **Hayley Mills (CLOSER),** **Hilde Orten (NSD)**, Knut Wenzig (German Institute for Economic Research)

Regrets: Alina Danciu (Sciences Po), Martine Gagnon (Laval U), Jon Johnson (CLOSER), Anja Perry (GESIS),

Chair: Jane Fry; Note taker - Jane

**Agenda/Notes:**

**1a** Congratulations to Alina - a healthy baby girl!

 See you in a few months 

**1b Previous Meeting notes -** [**August 4, 2020**](https://docs.google.com/document/d/1VaY__JZc7R90jzbfcliAClqiicBDm622sZy27KE8ZWI/edit)

 Accepted

**1c Consistent naming**

* different products in a suite of DDI products
* not branches or streams or threads or flavours
* this suggestion is from Marketing
* we should use a term that translates well in other languages

**2 Future Training Events** (Arofan )

* to discuss the possibility of doing some training events similar to the 6 DDI-CDI webinars which we are conducting as part of the public review. These have been well-received (more than 300 people, more than 65 different countries), and we are hoping that a similar kind of event for DDI training more generally might be, too.
* do some brainstorming to identify a (hopefully not too ambitious) plan for conducting some sort of virtual training programme.
	+ mtg with Arofan, Barry and Anja
	+ use the training library
	+ record the event for those not able to attend
	+ then you build up a series of webinars
* we have access to the Zoom platform through ICPSR - YAY!
* what would be some good topics?
	+ making your data FAIR with DDI
	+ how to construct your own metadata scheme
	+ what the different DDI products are
		- which one to use for what purpose
	+ how DDI can facilitate collaborations
	+ how does DDI facilitate the sharing of data
	+ how to implement DDI, actually get started
	+ what is a business case(s) for using DDI
	+ What is DDI - a basic introduction
	+ use cases and examples that target the different user communities
* What do people think?
	+ based on the success of the DDI CDI webinars, this is a winning formula
		- 3 people needed at minimum to present
		- casual atmosphere
		- exploratory format
	+ can be used to promote DDI
	+ can be used for those thinking of joining DDI
	+ CLOSER will promote it
	+ we should have lists we can promote them to
		- an action for the future
	+ is there a plan for a book on DDI - to be discussed in the future
		- like the IHSN book
* ACTION ALL - think of different topics for webinars - based on our training slides, if possible
* ACTION - Arofan - put together a draft list of topics to do and circulate them back to us - this will be used as a proposal to the SB

**3 Reports from the sub groups**

* **Training Opportunities group (Chair - Hilde) DEFERRED**

**Slide Review group (Chair - Hayley)**

* this group needs help checking over the slides so Arofan can complete his contract work
	+ need more expertise in some areas
* ACTION Hayley - put together a list of slides that need help and circulate it
* ACTION ALL - look at the list and let Hayley know
	+ they have to be done by **Fri Sept 18**
* **Training Library -** **DEFERRED**
	+ Reminder: You can use Confluence to work together as a group, Anja created sub pages for each group. If you need editor permission issues see Wendy.
* **ACTION report: Arofan** to find and share Australian Aging longitudinal study training set exercise.
	+ ???
* Next step - how do we use these activities both in person and can these be used virtually? - **ACTION report: Slide review WG** to discuss with Arofan.
	+ ???
* **Gap Analysis group (Chair - Dan) - DEFERRED**
* **ACTION report: Dan** to find list of most recent gap areas and send to Anja to add here.
* **Webpage Update group (Chair - Marta) - DEFERRED**
* We haven’t had any meetings for close to a month as we’ve all been on vacation one after another but we’re going to meet regularly again from next week.
* On our last meeting we decided to create a separate page for training request form and I’ve e-mailed our ideas to Anja and Michael.
* Another Update is that we suggest to delete the page called *Getting Started* because in our opinion the resources there should be transferred to *training library* in a presentation form and grouped accordingly with metadata tags. But this is up to discussion with Gap analysis group, which I need to discuss with them.
* We’re making progress but we’re not ready to share our drafts with the training group yet :)

**4 Metadata Tags** (Marta)

* Check out the [Google doc](https://docs.google.com/document/d/1z3CMgYTYVxSPd00fYumwwebSU1HMt1DQpl2z4EN6OnY/edit)
	+ people can put their comments in it
* These are the tags suggested for the resources on the website.
	+ comments, suggestions (All)
		- ?????
* Are there more/less to be used?
	+ Theme
	+ Introductory
	+ Audience
	+ Language
	+ Products
	+ DDI-Codebook
	+ DDI-Lifecycle
	+ DDI-CDI
	+ ???

ACTION ALL - Review these tags by Wednesday September 9

**5 Round Table -** DDI Training Events, Requests received

* [EDDI 2020](https://www.eddi-conferences.eu/eddi-2020/) (Dec 1-2)
	+ Abstracts submitted
		- Arofan and Hilde - CDI DDI Workshop
			* accepted - to do 2 hours
		- Achim - DDI CDI - code generation for developers
			* will be 2 hours
		- Jane and Benjamin did. DDI-C and DDI-L - Workshop
			* accepted for 1 hour Tutorial
		- Jane - Update on this group - Presentation
			* accepted (August 18)
* Webinars
	+ DDI-CDI (Arofan, Hilde)
	+ Six have been completed so far
	+ See [here](https://ddialliance.org/about/developing-products-of-the-ddi-alliance/ddi-cross-domain-integration-review-webinar-series) for the webinar series
	+ 5 more coming
* CODATA International Fair Convergence Symposium 2020 (Nov 30 - Dec 4)
	+ More information [here](https://codata.org/call-for-sessions-posters-and-lightning-talks-international-fair-convergence-symposium-2020-deadline-20-july-2020/)
	+ Session proposals due Sept 30
	+ Lightning talks due October 31
	+ Arofan will be talking to Simon and will double check the due dates and let us know ACTION Arofan

**6 Citation for** t**he Training Library - DEFERRED**

* Arofan’s [discussion paper](https://docs.google.com/document/d/1bijJPmcoqqvYuemZ5OZW2EUiqu522Uk1B_hqdX7fRE8/edit) on IP rights and citation for the Training Library and the slide decks in it can be handled.
	+ Two groups of contributors - how to give credit for the contributors:
* Use of group name instead of members’ names?
* CC BY acceptable to the training group

**Action: Who?**  Prepare template for members to use for adding CC BY license for their materials

* How do we list everyone's names?
	+ - See Anja’s example for [CESSDA](https://www.cessda.eu/Training/Training-Resources/Library/Data-Management-Expert-Guide/8.-Contributors)
* **ACTION report: Anja** to investigate DDI lifecycle (each release has a separate list of contributors).

**Ownership of produced materials (IP) - DEFERRED**

* University of Michigan will own the materials
	+ Contributors will be credited
* [ANSI policy](https://docs.google.com/document/d/1EgiP7u2Ua32laGAKqA8dieOz-UPlPxakoOOttN2cS8I/edit)

Material from Dagstuhl workshops

* Add to Zenodo, give the decks DOIs which can then be cited
* How to handle issues in these slides?
	+ Would it be better to incorporate these slides in the current effort and add the original producers as contributors
* Three categories of slides (updated slides from Dagstuhl, slides from the current group and slides from others)

**~~Actions~~**~~: Jane and Anja~~ to write asking the organisers (Achim, Jon, Wendy) what their view is on this

**7 Report from the Chairs** (Jane) - **DEFERRED**

**~~Action~~** ~~-~~ Approach Scientific board to still secure funds for the videos - Anja will set up a meeting to discuss this (With Jane, Achim, Barry, Ingo)

**8 Any other Business - DEFERRED**

* Create a policy that this group is updated about any training related events? F.ex. DDI-CDI webinars could appear under upcoming trainings on the webpage (Anja)
* ???

**9 Next meeting**

* Tuesday, October 6, 2020
	+ Note taker will be Alexandre
	+ 9 am (EST), 2 pm (UTC), 3 pm (CET), 4 pm (CAT/EET)
	+ Zoom details to be sent out the day before the meeting
		- the agenda can still be sent out the week before so everyone can make sure their action items are done
	+ Regrets: