# **DDI Training Working Group**

**Tuesday April 6, 2021**

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

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

Group email alias: [ddi-training-group@lists.gesis.org](mailto:ddi-training-group@lists.gesis.org)

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

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

DDI Training Material: <https://zenodo.org/communities/ddi_training_material/>

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

**Present: Anja Perry (GESIS), Jane Fry (Carleton U)**, **Dan Gillman (US Bureau of Labor Statistics),**  **Arofan Gregory (Consultant), Kathryn Lavender (NACDA - ICPSR)**, **Jared Lyle (DDI Director),** **Hilde Orten (NSD),** **Marta Limmert (Statistics Estonia)**

Regrets: Alina Danciu (Sciences Po), Adrian Dusa (RODA), Chifundo Kanjala (London School of Hygiene & Tropical Medicine), Kaia Kulla (Statistics Estonia), Laura Malloy (FAIR, CODATA), Lucie Marie (Sciences Po), Hayley Mills (CLOSER)

Other: Florio Arguillas (Cornell U), Alexandre Mairot (Stethos France - Exastat), Knut Wenzig (German Institute for Economic Research)

**Chair**: Jane Fry; **Note taker** - Dan Gillman

**Agenda/**Notes:

**1 Welcome to new members!**

* Adrian Dusa
* Kathryn Lavender
* Laura Malloy
* Roundtable Introductions
* Access to Google docs and Confluence?

**2 Previous Meeting notes** - [March 2, 2021](https://docs.google.com/document/d/1cRr6FogxJ-baIvTjm5Pl6Ozeu9IlBmysV9P0lSSBAzQ/edit#heading=h.f4n7kcwirwwf)

Accepted. No comments.

**3 Licencing and attribution**

* Update - Jane created a summary about licencing and sent it to Arofan to review.
* Anja got no Volunteers to help licencing and attributing for creating pictures and supports.
* Arofan implemented what Jane had previously sent. Put credit slides in each training deck.
* Arofan asked if there is a policy for when there is no attribution? If something doesn’t have a license, must ask the creator.

**4. Review of new Webpages (Marta)**

* There are 4 new proposed webpages They are in this folder - [Final Proposal](https://drive.google.com/drive/folders/1PEx7n_CvxQ1f1SHl-snqBF-WgwuMxiCx)
  + [What is DDI? DRAFT](https://docs.google.com/document/d/1nrRHdQVCIXTv1_WoNFHY5ivdkWO3lHZXnlmmfNJJB3k/edit); [Why Use DDI? DRAFT](https://docs.google.com/document/d/154PgbnQPORVuv19ltUDPvjdTdECCBaCgySJngWBQciM/edit); [Who Uses DDI? DRAFT](https://docs.google.com/document/d/10cFhX4uRXEVrakbjq6XajdWcPzxTFbKPVbktdPZDxSk/edit)
  + [How to Use DDI? DRAFT](https://docs.google.com/document/d/1x31Yx-rl9alNfu5yfXvYYMajuJZAXQOgtmK39Eajjhw/edit)
* [updated web site map](https://docs.google.com/document/d/1HwiBKpYjeX3msuVgsHh0h0MCyCttZYWUmKmMQhm0jA0/edit) for Training webpages
* [Tags and filters](https://docs.google.com/document/d/1z3CMgYTYVxSPd00fYumwwebSU1HMt1DQpl2z4EN6OnY/edit): Update on talk with Michael
* [DDI Web pages responsibilities spreadsheet](https://docs.google.com/spreadsheets/d/1y54OKTmJeSV3YwxR6RBa7yJyHvD8P1drjPmG4C2vZoM/edit#gid=0)
  + Marta stated the content pages have been reviewed and adjustments made. She‘s waiting for green light from Jared.
  + Question for Jared - is this the same copy as the one you have?
    - Yes, the updated file is one that is linked.
  + Jared also asked about getting user feedback. Have the pages been shown to people unfamiliar with DDI? Helpful to get good user feedback. Possibility of usability testing.
* As for site with all training material, it is larger than the scope of the training library. Library is just PowerPoint files. Among other training material, there are old workshop slides. Need to make distinction between training and workshop.
* Glossary - Jane
  + Arofan and Dan promoted the need for a glossary due to the technical nature of DDI standards. Developing and maintaining a glossary will take a dedicated working group. Jane and Anja will alert Ingo and the Scientific Board as to the need for this work.

**5. Slide Review group (Chair - Hayley/Dan)**

* Question from Jane
  + Who are the members? Hayley (leader), Dan, Hilde, Kaia, Kathryn
* Update on Abstracts? Not discussed
  + What is Jane supposed to do with them? (Sorry, she forgot!).
* Current progress
  + Basics of Metadata slides, now renamed Understanding Metadata, should be ready after next week’s group meeting
  + Other decks are still being developed.

**6. Training Opportunities group (Chair - Hilde)**

* Members are Hilde (leader), Adrain, Alina, Arofan, Laura
* Potential members: Alina asked Genevieve from SciencesPo to join us. She has a strong interest in DDI and in Dataverse. Amber Leahey, Benjamin Beuster and Knut Wenzig also said yes.
* Mini-sprint sessions are planned to finish the development of several slide decks before the end of May. Funding ends at that time for the work. Quality and role of metadata, Intro to metadata and DDI standards, FAIR and DDI, and DDI-CDI are in the plan.

**7. Round Table -** DDI Training Events, Requests received

* “[Introduction to the DDI Metadata Standard](https://www.dublincore.org/news/2021/02-18-webinar-introduction-to-ddi/)” Webinar
  + for Dublin Core
  + Wednesday April 21
  + presenters: Jared, Jane, Barry, Arofan

**8. Report from the Chairs**

* DDI Scientific Board Meeting on March 9
  + feedback on proposal for our new webpages?

**9. Any other Business**

**10 . Next meeting**

* Tuesday, May 4, 2021
  + Note taker will be Alina Danciu
  + 9 am (EST), 2 pm (UTC), 3 pm (CET), 4 pm (CAT/EET)
  + The usual Zoom details