# **DDI Training Working Group**

**Tuesday September 7, 2021**

9-10.30 am (EST), 2 pm (BST), 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: Jane Fry (Carleton U)**, Alina Danciu (Sciences Po), **Adrian Dusa (RODA)**, **Dan Gillman (US Bureau of Labor Statistics),**  **Arofan Gregory (Consultant)**, **Kaia Kulla (Statistics Estonia)**, **Kathryn Lavender (NACDA - ICPSR), Jared Lyle (DDI Director),** Lucie MARIE (Sciences Po), , **Laura MOLLOY (FAIRsFAIR, CODATA),** **Hilde Orten (NSD)**, **Marta Limmert (Statistics Estonia)**, **Shelly Petrinko (ICPSR), Katrin Shuyler (Stats Estonia)**

Regrets: Anja Perry (GESIS), Hayley Mills (CLOSER)

**Chair**: Jane Fry; **Note taker:** Kathryn Lavender

### Agenda:

#### **1a. Welcome!**

#### Shelly Petrinko (DDI Alliance)

#### Katrin Shuyler

* anyone else?
* Round table introductions
* on email listserv - email Jane for access
* access to all google folders?
* access to Confluence site?

#### **1b. Previous Meeting notes -** [July 6, 2021](https://docs.google.com/document/d/1-vScKhX3dxcgi7oeoOr7F2BQh7SIC5ONZAISGo3yLf4/edit#heading=h.gjdgxs)

* Comments?

**1c. Consultants**

* Experts we can contact when needed.
* Were formally listed under the ‘Other’ heading
* Their names will no longer be included in the attributions for the training slide decks.
* <https://docs.google.com/document/d/1fo8i3HP9BmMGEPgFPiCJP3rhgUdLSa1p1kLDuWmiEN0/edit>
  + Jane and someone else will add names but please feel free to add names if you are contacted by someone expressing interest in being a consultant
  + These names do not need to be included in the attributions for the training slides

### 1d. Note taking process - New!

* When the agenda is sent out, if you could add your updates in, it will make it much easier for the note takers, especially when you have a lot to report. Thank you!

### 2. Reports from the subgroups

#### **2a. Slide Review sub-group (Chair - Hayley/Dan)**

* Summary of where we’re at
  + working on concepts, universes slides decks
* Prioritization of slides/items to work on → see [Whiteboard](https://lucid.app/lucidspark/invitations/accept/inv_559a9bd0-f9d6-433a-920b-d4ec0138f85c?viewport_loc=-638%2C-620%2C3360%2C1756%2C0_0)
* To remind all the dates for webinars, see please:<https://codata.org/initiatives/working-groups/ddi-training-webinars/>
* ACTION from last meeting - who was to look after this?
  + Arofan raised a question about technical topics that are in the slide decks, and have been reused for years, but it always puts trainees in the problem that they do not understand because it is too complicated. A separate slide deck which is concentrating on technical issues (in detail, in the form of hands-on, DDI version specific) would be more valuable. How to produce this kind of product for trainers?
  + This should be a task for another working group, like Barry’s group (marketing), not for the Slide Review group.
  + Who to carry this forward?
    - There’s a need but this needs more discussion; we should have a separate meeting about this
    - Gap analysis group? - This actually crosses groups
    - Arofan and Dan to gather interest and schedule meeting and develop a plan before taking it to the training committee
  + Talked about this in training opportunities group
    - For example, working with DDI and R
    - What are all the technical issues we need to solve?
* Process on how and when to update training materials which ESS uses (Hilde)
  + distinguish between major and minor versioning
  + don’t re-publish for minor updates until there is something more substantial to re-publish
  + Do we have official unpublished working copies so edits can occur in the same place?
    - ACTION - check with Hayley
* “How to use the training materials’ slide deck
  + see draft under ‘[Review of Slide Decks WG](https://drive.google.com/drive/folders/1kYljtvPgKtw_CRbCfKgmUlNhat71YkoM)’
  + The group thinks it is worthwhile having this slide deck to provide information about how they should be used, cited and formatted for trainers. In addition, it could include suggested modules to be used together in a session for example the ‘Introduction to DDI for Researchers and Data Managers’ to be used with the ‘DDI Basics: What is Metadata?' This could resolve the issue of not having links or suggested further links (to other slide decks or web pages) in multiple slide decks, which would mean they would all need updating regularly. There was not consensus on this, so we would like to get feedback from the group for this slide deck. (copied from Hayley’s email)
    - Would also help when we need to refer slide users to a group of slide decks
    - This would help with people who are presenting the slides knowing which content could be related for a broad picture
    - A while ago this group talked about tags for these slide decks...does tagging and sorting fit into this idea? (slide group hasn’t been doing much of this)
    - There’s a subject and an audience approach that can often have the same goal
    - For example - in RDM for managers slides, “what is metadata” slide - refer people to related slides about metadata and the like. A guidance deck, like a readme file deck, may be helpful for people and easier to maintain
    - Jane - What about a guidance web page? This would be even easier to update.
    - Arofan - maybe both the web page and a slide deck? “Navigating the Collection”
    - **ACTION** - if anyone else has ideas, please email the group

**NB!** Training Materials – keep in mind to use this term instead of Training Library.

#### **2b. Training Opportunities sub-group (Chair - Hilde)**

* Update on new and current training requests received
  + a [spreadsheet](https://docs.google.com/spreadsheets/d/1wcctrLc5pPp73oCHsvkSX8EBLd1xGDJ9/edit#gid=293109588) that keeps track of all training requests received. No new trainings requested via the form received.
* Ideas for EDDI Tutorials (EDDI Training FAIR)
  + EDDI is taking place on 30th of November up to 2nd of December, and it is virtual and free event with regular registration
  + [Submission](https://www.eddi-conferences.eu/eddi-2021/eddi-2021-call-for-papers/) deadline for all for papers has been extended to Sept 15.

See Plans for our EDDI Training FAIR [here](https://docs.google.com/document/d/1GGIOCeD3ZR-zn6ZWcwMqrlrRIq3uLbXv/edit) (3 tracks)

-might include some training videos (Barry), etc.

-coordinate through CODATA

-Jane to help with Codebook presentation and marketing

* Webinars held since last meeting:
  + See [DDI-CDI webinar](https://codata.org/initiatives/data-skills/ddi-training-webinars/6530-2/)
  + 170 registrants; 105 attendees
  + Decent amount of questions from attendees
  + Follow up survey pending, slides also pending some updates
* Future Webinars/Events:
  + See [CODATA website](https://codata.org/initiatives/data-skills/ddi-training-webinars/)

#### **3. Webpages update (Jane)**

* New agenda item
* **ACTION:** Jane will work with Marketing on this - it is a small task for one person only!
  + see below under Zenodo
* “Navigating the Collection”
  + by audience and topic

### 4. Update from the sprints (Arofan/Hilde)

* finished from last year’s part
* next round
  + November
  + next sprint in October

### 5. Report from the Chairs (Jane)

* Zenodo DDI
  + 3 different DDI groups
    - [Training Group](https://zenodo.org/communities/ddi-train/?page=1&size=20) (11 entries)
      * for past workshops
      * will eventually have all the presentations from the DDI webpages
        + Jane will be working with Barry and Shelly on this
    - [DDI Training Material](https://zenodo.org/communities/ddi_training_material/search?page=1&size=20) (10 entries)
      * what the Slide decks group has been working on
    - [DDI Alliance](https://zenodo.org/communities/ddi/search?page=1&size=20) (Curated by Knut) (181 entries)
      * Link to Zenodo archive content and other presentations
      * <https://ddialliance.org/training/training-materials>
  + Shelly will be doing the entries in the future
  + How to distinguish between the 3 communities for the user?
    - put links on the 3 pages for each community?
  + Barry(?) will be putting out a message about the new pages
  + Slides also available on CODATA page for webinars
    - What about double publication?
    - Possibly cross-link in Zenodo so that there is one DOI
    - **ACTION:** Jane, Anja, Laura, Jared, Barry, Simon collaborate on best approach going forward; send questions to Laura, Jane will schedule something with Anja, Barry and Jared first
* Name of our group and mandate?
  + Name - Training Group vs Training working group vs Training Committee vs ???
  + Mandate - was set for first 2 years - now what?
  + Previous mandate reference (2011)
  + The Training working group has been active since ~2015. The group was an outgrowth of and responsible for the following goal from the [2014-2017 strategic plan](https://www.ddialliance.org/sites/default/files/DDIAllianceStrategicPlan2014-2017.pdf):

**Build a community around DDI training and increase access through innovative mechanisms:** *High-quality training is essential to effective use and understanding of DDI. Training should be audience-specific and provided in a variety of formats; in addition, a library of training materials should be available. This work will be undertaken in 2016–2017 by a training working group set up under the auspices of the Scientific Board.*

This goal was in response to a 2011 external review of the Alliance, which identified training as an important area for the Alliance to target, specifically:

**Training**

*As was the case four years ago, we need to broaden our training efforts with additional workshops and develop a wider array of useful training materials. Formal training courses need to be created and widely offered, perhaps through the vehicles of the ICPSR and Essex Summer Programs, as well as elsewhere in Europe and the Americas. Many have pointed out that it is difficult to get started in using the DDI and that there is a steep learning curve. The Alliance Web site can play an important role in providing access to tools and other materials, such as step by‐step instructions in getting started with the DDI. Related to this, we need to “train the trainers” so we have a solid group of trained presenters to represent the Alliance in various venues. Ideally, training should be offered on a regular schedule at a set location and also in a flexible, customized manner so that DDI trainers can travel to specific venues when this is desired.*

* + questions went to SB in July to discuss, as we are under them
    - Pending response; Sept meeting postponed for Dagstuhl
  + We will wait until we hear from the SB before we proceed
* Videos
  + Took a break over the summer. Will be getting back to it now.
* DDI products name
  + How to describe the different ones and how they relate to each other?
    - the different products are part of a suite or a family

### 6. Any other Business

* CALL FOR PAPERS
  + 13th Annual European Data Documentation Initiative (DDI) User Conference

(EDDI21), DDI - The Basis of Managing the Data Life Cycle

* + [Submission Deadline](https://www.eddi-conferences.eu/eddi-2021/eddi-2021-call-for-papers/): September 15, 2021, 23:59 CEST
  + Date: November 30 - December 1, 2021
  + Hosts: Sciences Po, Center for Socio-Political Data (CDSP), CNRS, Paris
  + Conference web page:<https://eddi21.sciencesconf.org>
* Anything else?
  + Arofan, Adrian - in the last training group meeting - glossary idea - is there one existing we can contribute to?
    - Dan is interested in working on the glossary and has experience in this area
    - This is something that is outside the scope of the training group (scientific board)
    - Need both the understanding of the word and the relationship to DDI (datum example from Adrian) we need to help people see the big picture
    - It would be great to contribute to CASRAI’s efforts
      * We’d welcome DDI input on the CASRAI research data management terminology <https://codata.org/initiatives/data-science-and-stewardship/casrai-rdm-terminology/>
      * If any members would like to join CASRAI’s glossary efforts contact Laura (email laura@codata.org)
  + Here's the existing glossary: <https://ddialliance.org/resources/ddi-glossary>
  + What’s the process for putting this idea forward to the alliance and coordinating it appropriately?
    - might need to adjust by-laws
    - might also need to make this a permanent committee
    - could be portion of the website with a specific group tasked with managing it; ensure there is a clear owner who is the subject matter expert and is dedicated to the work involved
    - submit a proposal to scientific board; include what is the purpose of the glossary; how to manage older and duplicate content

### 7. Next meeting

* Tuesday, October 5, 2021
  + Note taker will be Adrian Dusa
  + 9 am (EST), 2 pm (UTC), 3 pm (CET), 4 pm (CAT/EET)
  + The usual Zoom details (see at the top)