# **DDI Training Working Group**

**Tuesday March 1, 2022**

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

Zoom-Meeting: <https://us06web.zoom.us/j/89284874764?pwd=NnRnNS9mZDFINUxINjdXRTBOdlJxdz09>

Password : Training

Group email alias: ddi-training@icpsr.umich.edu (<https://groups.google.com/g/icpsr-ddi-training>)

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

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

Present: **Alina Danciu (Sciences Po), Hayley Mills (CLOSER),** **Jane Fry (Carleton U)**, **Dan Gillman (US Bureau of Labor Statistics),** **Kathryn Lavender (NACDA - ICPSR)**, **Laura Molloy (FAIRsFAIR, CODATA)**, **Jared Lyle (DDI Director)**, **Christophe Dzikowski (INSEE)**, **Kaia Kulla (Statistics Estonia)**, **Flavio Rizzolo (Statistics Canada)**, **Hilde Orten (Sikt)**

Regrets/absent: Arofan Gregory (Consultant), Lucie Marie (Sciences Po), Geneviève Michaud (Sciences Po),Adrian Dusa (RODA), Shelly Petrinko (ICPSR), Alexandre Mairot (STETHOS).

**Chair**: Hayley Mills **Note taker:** Alina Danciu (Sciences Po)

## **Agenda/Notes:**

### **1. Previous Meeting notes -** [February 2022](https://docs.google.com/document/d/1P4FBjR0pt6BS3IZfyG1D7Ni2mzu4kkycs7G5Rx9Bv78)

* Comments on prior notes.
* **ACTION** : Alina will publish them in Confluence.

### **2. New Mandate (Jane)**

* [2019 Mandate/Mission](https://docs.google.com/document/d/1SJqbObe1QM4TVhc_n_QQbTGmkV8XkLYhcfbCf9qGtEU/edit) - with comments
* [Scientific Plan](https://ddialliance.org/sites/default/files/DDIAlliance_Scientific_Work_Plan_2021-2022.pdf) 2021-2022
* [2022 Mandate Draft](https://docs.google.com/document/d/1-7WKDdYiAD6BmqDpwcsGC8C6TDpZRRWVKejNGrJWmmw/edit)

Jane took the group’s comments and put together a draft. She proposes that everybody take a look at it next two weeks and comment on this. Deadline for comments : Friday March, 18. Hayley mentioned that these should align with plans in the sub-groups.

Update - see my comments in my email

**ACTION:** Send an email to the whole group with a request to add comments to the [2022 Mandate Draft](https://docs.google.com/document/d/1-7WKDdYiAD6BmqDpwcsGC8C6TDpZRRWVKejNGrJWmmw/edit) by 18 March.

### 3. Reports from the subgroups (please add notes before the meeting)

#### 3a. [Slide Review sub-group](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/1831305239/Meetings%2Band%2BActions) (Chair - Kathryn)

* Working meeting to work on a slidedeck on concepts.
* Kathryn to send Shelly 2 slide decks for formatting.

##### Related actions:

* **ACTION**: Arofan to look at older technical slide deck examples - see what can be used for slide decks/webinars. Arofan will consult with Achim and get back to us until the next meeting. Should they be published in Zenodo later? - No update.

#### 3b. Training Opportunities sub-group (Chair- Hilde)

* Update provided by Alina.
* Meeting spoke about Zenodo and publishing materials and there were some issues about what material to publish in which Zenodo communities.
* Plans for webinar 28th March. Contacting potential speakers Geienveive, Adrian. Sprint will be organised on March 3rd.
* Emails about the 2022 webinar series already circulated : https://codata.org/codata-data-documentation-initiative-ddi-training-webinars-2022-series-announced/
* Training requests which are being replied to and organizing meetings with them.
* **ACTION**: Share the spreadsheet of number of training requests received and their outcome.

### 4. Publication of webinars

* **ACTION**: Laura will publish the CODATA webinar and EDDI Training FAIR slides and recordings to Zenodo (<https://zenodo.org/communities/ddi-train/>) by the next meeting (1 March). The DOIs can then be added to the CODATA website. - Completed.
	+ We should cross-reference the EDDI Training FAIR material to the EDDI Zenodo collection (<https://zenodo.org/communities/eddi21>). **ACTION**: Alina will inform Knut about this, as he is the community owner and will need to accept Laura’s request.
* **ACTION :** Arofan to chase people who did not send their EDDI FAIR presentations to Laura received an additional presentation to add.
* Jared has updated the Zenodo community page descriptions and titles. Links put on the DDI website https://ddialliance.org/training/training-materials
* Problems with DOIs that broke - Laura is following up.
* Jared - what is the process of formally approving the DDI materials in the “official” Zenodo collection ?
* Jared thinks that an idea would be that the chairs of this working group propose “official” materials to the DDI Alliance. Jane thinks it’s the subgroup who should “approve” them. Dan thinks a review from the whole group is a “sanity check” that is needed. It doesn't have to be a formal review, but people should look at them before sending them to the Scientific Board.
* Flavio mentioned the fact that the questions we ask ourselves on these processes are questions that are common to other groups and subgroups. We should keep in mind that outside theTraining working group, the subgroups are not “official entities”.
* Previous process for the previous slide-decks approval : they went from the subgroup to Arofan - back to the whole group - to the Scientific Board.
* Jared - How do we want the Training Materials cited? Do we need to be able to cite the whole Zenodo repository or just the individual presentations?
* This was put to the group- and there were no arguments put forward as to why we would need to cite the whole Zenodo community.
* Agreed that only need to have the individual citations. No further action needed.

**Agreed Proposal:**

* Slides worked by the subgroup then shared with the whole working group, with a short deadline (2 weeks?) to flag any issues.
* Chairs submit to the Scientific Board (notifying the Executive Committee) to give final go ahead for publication (2 weeks?).
* **ACTION** : Flavio to discuss the processes with the Scientific Board and come back with an answer at the next meeting.

### 5. Webpages/marketing update (Jane)

##### Related actions:

Training materials

* **ACTION**: Jane to check if official announcement of the release of training materials was made. If not, we should do one. (Anja Tweeted it, but maybe not mailing lists.) Jane to contact Barry.
* Plan for publicizing - Jane to send it to the press secretariat@ddialliance.org. Also to coordinate with the CODATA list, as part of the announcement. Jared to send relevant messages to Laura for the relevant CODATA list.

Update - someone else will have to take over doing this.

* **ACTION**: Jane will put together a spreadsheet.
	+ names and dates of events, when and where publicized
	+ UPDATE - SInce the Training Ops already maintains a spreadsheet, there is no need for Jane to put together another one. Some columns may have to be added to it for: Publicized to what list, date of publicizing, ….
* **ACTION**: Hilde will send Training opportunities to IASSIST list

Webinars

* **ACTION** Jane/Laura to create a preliminary process for marketing before the event and put this in a document once finalized - First draft is done
	+ <https://docs.google.com/document/d/1W-fz7lF3Zeo9IK3qaLYWYZFekt7jhfWv4kR1hvtV5jw/edit>
* **ACTION**: To discuss the process for publication of materials after the event at the next meeting of Jared, Barry, Laura and Jane
	+ https://docs.google.com/document/d/1MgqTkwdiZOG8cE0XiINgklGxIh9WtQrGgOj2vSh5eu8/edit
	+ [Community Zenodo](https://zenodo.org/communities/ddi-trai)
		- Any DDI training which has taken place, including webinars and events to be added here and can be added by everyone.
	+ [Official DDI Training Materials Zenodo](https://zenodo.org/communities/ddi_training_material)
		- Slide decks that are produced for re-use to be added here
		- The process was discussed above and summarized:
			* Once the slide decks are completed by the sub-group, they are shared with Training WG for approval (2 weeks for approval)
			* Once approved by WG, chairs share with the Scientific Board for approval
			* If there is disagreement between the groups then the sub-group has the final say, with justification.
* **ACTION:** Events pages to be updated
	+ Jane will work with Marketing on this
	+ Will contain abstract and basic metadata of the event, and a link to it on the Zenodo site
	+ Update - someone else will have to take over this, in coordination with Barry and Jared

### 6. Videos update (Jane)

* On the list of items to review with Barry, Jared and Laura
* This is no longer an action for this group, but Jane will keep us updated.
* Update - Barry has contacted the video producer (Kristi) and the first draft will be revised. This video is back on track to being produced. There is money in the Marketing budget to produce more of these.

### 7. Report from the Chairs (Hayley)

* Quarterly meeting of the DDI working group and committee chairs/co-chairs held 3 February 2022 to discuss opportunities for collaboration. This is organized by the Scientific Board.
* Overlaps identified between this group and marketing. Also between this group and the Scientific Board and technical Committee (in terms of updates to DDI).

### 8. Next meeting

* + Note taker: Geneviève
	+ Tuesday 5 April 2022
	+ 9am (EST), 2pm (UTC), 3pm (CET), 4pm (CAT/EET)