# **DDI Training Working Group**

**Tuesday April, 5 2022**

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

Zoom-Meeting: https://sciencespo.zoom.us/j/98016141400

Group email alias: [ddi-training@icpsr.umich.edu](mailto: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+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: **Alina Danciu (Sciences Po**), **Hayley Mills (CLOSER)**, **Laura Molloy (FAIRsFAIR, CODATA)**, **Christophe Dzikowski (INSEE),** **Kaia Kulla (Statistics Estonia)**, , **Hilde Orten (Sikt), Arofan Gregory (Consultant)**, ,

Excused : Kathryn Lavender (NACDA - ICPSR), Jared Lyle (DDI Director), Lucie Marie (Sciences Po), Geneviève Michaud (Sciences Po), Dan Gillman (US Bureau of Labor Statistics)

Absent : Alexandre Mairot (STETHOS). Adrian Dusa (RODA), Flavio Rizzolo (Statistics Canada)

**Chair**: Alina Danciu **Note taker:** Christophe

## **Agenda/Notes:**

### **a. Previous Meeting notes -** [**March 2022**](https://docs.google.com/document/d/1o8_7WpCAaYf2f89QEjBmV2MuULlq2iFtjZQuEOfw7dk/edit#heading=h.gjdgxs)

* Comments on prior notes.
* **ACTION** :

**b. Reports from chairs**

Changes in the group’s composition. Jane Fry got a grant as a PI for a new project that starts in April 2022. She can no longer continue her work with the DDI Alliance for the time being. She updated Alina and Hayley on her ongoing tasks within the group.

Hayley sent an e-mail to Alexandre asking him if he still wants to be part of the group. Alexandre did not reply and was inactive for more than six months.

**ACTION** : Hayley will remove Alexandre from the group if he doesn’t reply until the next meeting.

### **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)

Thanks to everyone for their useful comments on the Mandate/Mission draft.

**ACTION** : Alina and Hayley will integrate the comments and propose a new version of the document in 2 weeks.

This version will be sent for a final revision to the group so that a final version could be adopted in May.

### **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+and+Actions) **(Chair - Kathryn)**

* ICPSR’s graphic designer is working on a new slide template. The current slide deck template has been added to the [Central Documents](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2808643606/Central+documents); please use this template going forward until the new template is ready. The new template reflects the new composition of the group.
  + The credits in the slide deck template have been updated to reflect new members - thank you Hayley!
* If anyone has suggestions about where decks open for review to the training group should live for commenting instead of the decks going out via email, please offer suggestions
* We have about 4 slide decks nearly ready for the training group to review before they go to the scientific board; these will be emailed to the training group when they are ready. Decks include: concepts; data quality; DDI for researchers and data managers; Understanding Metadata.
* Is there a preference concerning the comments of these slide decks ?The initial idea was to send an email. This seems ok.

##### 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?

Arofan is still chasing Achim on that but doesn’t have an answer yet. A deck on technical details on DDI-C or DDI-L, written in Dagstuhl exists for example - who has a version of that ?

Arofan will ask Achim again. Hayley has a questionnaire deck which is more technical. It’s a simplified version of Wendy’s. Hayley sent those to Arofan, but it wasn’t a complete set.

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

* **Training requests:**
* **ACTION**: Share the spreadsheet of the number of training requests received and their outcome. Update : spreadsheet exists, should check if updated and share with the group before our May meeting. Link to spreadsheet: <https://docs.google.com/spreadsheets/d/1wcctrLc5pPp73oCHsvkSX8EBLd1xGDJ9/edit#gid=2065621619>.
* Status: Arofan: **ACTION**: Please fill in on request 3929 – this covers American query, but the Somaliland request seems to have the same SID?
* **ACTION**: Alina to check on request 3929 in the database?
* New training request from Nigeria received (SID no 4495)

Concerning training requests, Alina proposes to put together a (or several) draft (s) with ressources (webinars, slide decks) and send this in reply to people who contact us. If they want to know more, we can set up meetings with them. The Training SubGroup Opportunities can set up a draft

**ACTION** : Training SubOpps group to set this up for June at the latest.

* **Webinar series:**

Programme available at <https://codata.org/initiatives/data-skills/ddi-training-webinars/> (thanks Laura)

* + First webinar in the series held with success. Recording available [here](https://codata.org/initiatives/data-skills/ddi-training-webinars/ddi-working-together-with-other-standards/).
  + Feedback survey sent out to registrants 5 April. Close 5 May.
  + Sprint for the francophone webinar: April 4th - postponed.
  + **ACTION**: Arofan will email to find a new date this week.
  + **ACTION**: Need confirmation of subsequent webinar dates, primarily #2, metadata uplift, as soon as possible. Hayley will participate in this one.
* **Training at conferences:**

Benjamin and Hilde from Sikt to provide a general DDI training session at [IASSIST](https://www.openconf.org/iassist2022/modules/request.php?module=oc_program&action=program.php&keycode=program).

Alina & Geneviève will provide a training on Dataverse and DDI-C

NB : please remember that the DDI Alliance can cover the travel expenses when we travel for training purposes.

### **4. Publication of webinars**

* **ACTION:** Arofan to chase people who did not send their EDDI FAIR presentations to Laura received an additional presentation to add. - are presentations still missing? **UPDATE**: solved.
* Thanks Laura !
* Problems with DOIs that broke - Laura is following up.
* **UPDATE:** The DOI issue was resolved a couple of weeks ago.
* **ACTION** : Flavio to discuss the processes of the slides with the Scientific Board and come back with an answer at the next meeting. - update ?
* ***Reminder of agreed processes***
* *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?).*

UPDATE Hilde : Flavio and Hilde brought this up to the SB. SB requirement : check that the content of the decks is in line with the scientific plan. Falvio will get back to us with more details.

### **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.
* UPDATE: this has been done.
* 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. - Any volunteers ?

This task is very specific and it is possible that nobody has the skill/availability for it. The group agrees that it would be good to have regular meetings with Barry , as marketing is the closest group for this kind of topic. Laura can keep in touch with the marketing group for the webinar collaboration.

We should also consider recruiting new group members.

Webinars

* **ACTION** Jane to create a preliminary process for marketing before the event and put this in a document once finalized -

**UPDATE** : First [draft](https://docs.google.com/document/d/1W-fz7lF3Zeo9IK3qaLYWYZFekt7jhfWv4kR1hvtV5jw/edit) is done

Arofan proposes us to prepare the draft a press release, to trigger the process :

a quite generic text to announce the webinar, and then adjust the content for the press release. Jared should be in the loop to publish that on the DDI Alliance website.

2 useful CODATA mailing lists to publicize that - international list and data science training list, plus a redataman non-data list.

Arofan can help with drafting the announcements of the release of the slide decks. Kathryn should be asked. Somebody needs to coordinate this.

* **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.
  + Laura sent this to Jared.

### **6. Videos update (Jane)**

* On the list of items to review with Barry, Jared and Laura
* **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.

As Jane is leaving the group, for the time being, only the marketing group will supervise that.

**7. DDI Alliance : funding and annual meetings**

1. The DDI Executive Board considers funding requests to support DDI activities. Any member may submit a funding request for the Executive Board to consider. If you have a funding request for the upcoming fiscal year (FY2023, July 2022 through June 2023), please email the request to secretariat@ddialliance.org by April 30, 2022. (for details, see Jared’s e-mail sent to several lists on March 15).

Hilde announces that the DDI Training Opportunities Subgroup will send a request to the whole group, to continue to organize mini sprints.

Another idea : try to get funding for Laura, to ensure interaction with FAIR related communities in the training dimension.

We should be attentive to the overlaps between our group and the work made by CODATA on these matters.

1. **Meetings**

**DDI Alliance Annual Meeting of Members (virtual only)**

June 1, 2022 (Wednesday) 15:00-17:00 UTC

Register in advance for this meeting: <https://umich.zoom.us/meeting/register/tJEqfuCpqTwiEtaBNve_ieKJkJH8DxWV2rXY>.

**DDI Alliance Annual Meeting of the Scientific Community (hybrid: in-person at IASSIST meeting & virtual)**

June 7, 2022 (Tuesday) 16:00-17:30 UTC

Register in advance for this meeting: <https://umich.zoom.us/meeting/register/tJIqf-6hqzgjGdATpCxuYrMqdmRH_HIW7InG>.

### **8. Next meeting**

* + Note taker: Adrian
  + Tuesday 3 May 2022
  + 9am (EST), 2pm (UTC), 3pm (CEST), 4pm (CAT/EET)