# **DDI Training Working Group**

**Tuesday May, 3 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 (<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), Hilde Orten (Sikt), Arofan Gregory (Consultant)**, **Kathryn Lavender (NACDA - ICPSR)**, **Jared Lyle (DDI Director),** **Geneviève Michaud (Sciences Po),** **Adrian Dusa (RODA)**

**Chair**: Hayley Mills **Note taker:** Hilde Orten

**Apologies**: Dan Gillman (US Bureau of Labor Statistics), Laura Molloy (CODATA), Kaia Kulla (Statistics Estonia), Christophe Dzikowski (INSEE), Lucie Marie (Sciences Po), Flavio Rizzolo (Statistics Canada)

## **Agenda/Notes:**

### **1. Previous Meeting notes -** [**April 2022**](https://docs.google.com/document/d/1szzs38BU5FyaKjxvJkSnQyI7lrkUk7p7eej_y0PAYKE/edit)

* Comments on prior notes.

### **2. Reports from chairs**

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

### **3. New Mandate**

**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. [Draft mandate](https://docs.google.com/document/d/1-7WKDdYiAD6BmqDpwcsGC8C6TDpZRRWVKejNGrJWmmw/edit)

Discussion about specific items listed in the DDI Strategic Plan 2021-2023 under the Training WG which are not in the mandate. 1) develop reusable checklists for getting started with DDI, 2) develop and maintain a listing of organizational DDI user profiles, licensed openly for reuse.

The Getting Started page was reviewed by the website sub-group and concluded that it was not to be updated by the Training WG and was handed over to the Technical Committee (TC). Jared confirmed that the TC now has responsibility for this page.

It was agreed that this page is needed and needs to be updated and this group would like to be involved in this, since we have expertise on what training is available. It could be a page which points to other resources. There could be potential overlap with the Training Opportunities sub-group email template and the Metadata Uplift webinar. We may want to collaborate with the TC on this page.

It was agreed that the DDI profiles needed to be updated and Jared confirmed that this was also the TC responsibility. Arofan noted that the modern stats profiles are not included here which need adding.

**ACTION**: Jared to email TC to let them know about these items in the DDI Strategic Plan 2021-2023 and the discussion in this group. Hayley to pass on Arofan’s comment about the DDI profiles.

**ACTION**: Alina and Hayley to update the mandate to include Jared’s comments and reflect the discussion above.

The responsibility of each of the web-pages of the DDI Alliance as of date is described [here](https://docs.google.com/spreadsheets/d/1y54OKTmJeSV3YwxR6RBa7yJyHvD8P1drjPmG4C2vZoM/edit#gid=517461823).

Adrian pointed out that we should be targeting a wide audience and not just archives, but also researchers and undergraduates. We should keep this in mind when putting the page together, but also with future more ambitious plans e.g. university curriculum module.

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

#### **4a.** [**Slide Review sub-group**](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/1831305239/Meetings%2Band%2BActions) **(Chair - Kathryn)**

* 5 Slide decks are ready for review from the training group; please use [this Google Doc](https://docs.google.com/document/d/1k9wtirayIOkla96ROO_O8YB7mgzlY5WHleEQn1x82aA/edit?usp=sharing) to provide feedback. The link to the decks is in the Google doc. Kathryn will email this to group email, too.
* Is there a specific process to publishing the final decks? See point 5 below.
	+ Kathryn will email Jared to upload (Zenodo community page)
* People are using the decks! Most published have >100 downloads

##### 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. Arofan added slides to the Gesis box <https://gesisbox.gesis.org/index.php/s/78pzrRYYxCgFSfw?path=%2F> DDI\_OldTechSlides.zip.
	+ Next steps to ensure that these are used when more technical/detailed slide decks are produced.
	+ Dan and Arofan will collaborate on technical/programmer’s/developer’s materials to determine needs of that audience

#### **4b. 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 compile a summary of number of requests by country, main topic and outcome of the contact. Share a summary with the full group. Deadline end of May.

* **ACTION** : Training Opps Sub group to set up a draft(s) with resources (webinars, slide decks) to send as a reply to people who contact us. If they want to know more, we can set up meetings with them. for June at the latest.
* **Webinar series:**

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

* **Training at conferences:**

In person training at IASSIST: Benjamin and Hilde (DDI introduction) from Sikt and Alina and Genevieve from Science PO (Data Verse) will give tutorials at IASSIST. See programme [here](https://www.openconf.org/iassist2022/modules/request.php?module=oc_program&action=program.php&keycode=program).

* **Trainings for a North American Audience**

Jared has contacted the Training Opps Sub-group regarding trainings targeted at an North American audience. A training event around NADDI had been asked for earlier, but NADDI 2022 was canceled. What can the group do to help out? This will be a topic at the next Training Opps meeting on May 20th.

### **5. Publication of webinars and slide decks**

* **ACTION:** Arofan to chase people who did not send their EDDI FAIR presentations to Laura received an additional presentation to add. - Completed.
* Reminder of the slide deck publication process
	+ *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. **ACTION**: Falvio will get back to us with more details.

* **ACTION**: confirm that all Dagstuhl 2018 participants have published their training slides on Zenodo.

### **6. Marketing/website**

* No volunteers to take over liaising with Marketing WG. Chairs agree to keep in touch with Barry. Laura can keep in touch with the marketing group for the webinar collaboration.

**6a. 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 was done
* Plan for publicizing new materials
	+ Send info 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.
	+ Arofan can help with drafting the announcements of the release of the slide decks. **ACTION**: consult with Kathryn the chair of the sub-group. This will need to be coordinated.

**6b. Webinars**

* Publicizing Events Process [draft](https://docs.google.com/document/d/1W-fz7lF3Zeo9IK3qaLYWYZFekt7jhfWv4kR1hvtV5jw/edit) is done
* Arofan proposes we prepare a draft 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.

* On June 13th a webinar in french with the titleVive les Métadonnées! (Les bases de DDI en français / DDI basics in French) will be held. The content will cover central DDI topics in french.

Aliana / can you add further info about the francophone training please? Alina I can’t seem to tag you.

**6c. Website**

* **ACTION:** Events pages to be updated
	+ This is outstanding. Do we have any volunteers?
	+ Jane- “The goal was to only put up the abstract, authors and dates of presentations, and other relevant metadata with a link to the presentation in Zenodo. The page needs extensive cleanup. Before doing it, I was to discuss it with Barry and Jared. It is just a labour intensive thing but can easily be done by one person. It also has to be coordinated with Jared. Whoever re-organizes the pages does not have to do the actual work on the webpage - Jared will let them know who will do it.”
* Geneviève kindly volunteered to help with updating these pages.
* Jared- It is important to understand what the purpose of this page is, whether it is for past events or to advertise future events.
* We also do not want to duplicate what is already on the CODATA website but would be preferable to point to the relevant pages.
* **ACTION**: Hayley to investigate what needs updating and how and contact Geneviève
* **NB:** Post meeting comment, Hilde: According to the spreadsheet on website responsibilities found [here](https://docs.google.com/spreadsheets/d/1y54OKTmJeSV3YwxR6RBa7yJyHvD8P1drjPmG4C2vZoM/edit#gid=517461823), Marketing and Partnership are responsible for the Events pages. Should liaise with them regarding this. The Dagstuhl sub-page is the only one updated. Content for this page provided in collaboration with the Dagstuhl organisers group.
* A discussion followed about how we can recruit more members to this WG.
* Suggestions:
	+ Laura -we have an application process which was used for the >???? applicants send in a paragraph about what their expertise is and what they will get out of it. This will ensure that we get the skills we want and also that members will be more engaged.
	+ Jared- we should be clear about what topics we would like to recruit for and can put a call out to the entire community and also on social media.
		- We can use the updated mandate as a basis for this once it has been finalized.
	+ Mention the Training WG at IASSIST.
	+ Target specific people from organizations we know to ask if they are interested. e.g. the Swiss FORS and the SODHA, a Belgian state archive.

We should also consider recruiting new group members.We can advertise this when we have the finalized mandate? Can we request volunteers at IASSIST?

### **7. Videos update**

* A video has been produced, this task is being led by marketing now. See: <https://www.dropbox.com/s/arfwe52346rmgm7/Apr%202022%20DDI%20Ad%201%20Working%20Draft%202.0.mp4?dl=0>

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

**8a. Budget request**

[**Budget request**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fdocument%2Fd%2F11tLBS8BaMhmTUqd2XDaBK9sFaHhd5AtsuJZ9YB0Mnb4%2Fedit&data=05%7C01%7Ch.mills%40ucl.ac.uk%7Ce13eb180cd134ea5457308da28fc2ebe%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637867360852590248%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=v8kp1DZbho%2BOztJyKpg%2BxqlhHsLpOfXkY%2FURWdW57F8%3D&reserved=0)

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.

**8b. 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>.

### **9. Next meeting**

* + Tuesday 7 June 2022 - clash with IASSIST - CANCELED
	+ Note Taker: ?
	+ Tuesday 5th July 2022
	+ 9am (EST), 2pm (UTC), 3pm (CEST), 4pm (CAT/EET)