# **DDI Training Working Group**

**Tuesday July, 5 2022**

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

Zoom-Meeting: <https://sciencespo.zoom.us/j/5120824118>

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)**, **Hilde Orten (Sikt),** Arofan Gregory (Consultant), **Jared Lyle (DDI Director)**, **Geneviève Michaud (Sciences Po)**, Adrian Dusa (RODA), **Dan Gillman (US Bureau of Labor Statistics)**, Kaia Kulla (Statistics Estonia), Lucie Marie (Sciences Po), Laura Molloy (CODATA), **Christophe Dzikowski (INSEE)**, **Flavio Rizzolo (Statistics Canada),** **Catharina Wasner (GIGA)**

**Chair**: Alina Danciu **Note taker:** Geneviève Michaud (in a separate doc to be included later)

**Apologies**: Hayley Mills (CLOSER), Kathryn Lavender (NACDA - ICPSR)

**Agenda/Notes:**

### **1. Previous Meeting notes -** [May 2022](https://docs.google.com/document/d/1M0Q0mgjyyCHJIp3N9R5TCAtO22DKin4CgGbi_T6JmRQ/edit)

* The notes are approved.

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

Welcome Catharina Wasner (German Institute for Global and Area Studies and previously University of Applied Sciences of the Grisons and GESIS) who has joined the WG. Tour de table, people introduce themselves.

### **3. New Mandate**

[Mandate 2022](https://docs.google.com/document/d/1-7WKDdYiAD6BmqDpwcsGC8C6TDpZRRWVKejNGrJWmmw/edit) is approved.

**ACTION:** Once Mandate finalized- use this to advertise what we do and recruit new members.

**ACTION**: Completed - Jared to email TC to let them know about these items in the DDI Strategic Plan 2021-2023 and the discussion in this group.

**ACTION**: Completed - Hayley to pass on Arofan’s comment about the DDI profiles.

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

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

* We are awaiting feedback on the [5 slide decks](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fdocument%2Fd%2F1k9wtirayIOkla96ROO_O8YB7mgzlY5WHleEQn1x82aA%2Fedit%3Fusp%3Dsharing&data=05%7C01%7Ch.mills%40ucl.ac.uk%7C3638813b3f7c4f59066708da59357af0%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637920383484387465%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=24LjTkZiLyxhwISJ4R%2F6%2FydWLyAgKwZYivwrFgh2RSo%3D&reserved=0) we shared in May. Hayley requested that Jon and Wendy from the Technical Committee review them. Thanks to those (Wendy and/or Jon) who provided feedback on the concepts slide deck! Is there anyone that has interest and availability to review these before we send them to the committee chairs and Scientific Board?
* We are currently working on making a training slide deck from the Implementing FAIR with DDI webinar slides - we welcome suggestions with respect to this topic. As of now, we plan to work towards practical ideas to show people how FAIR principles can be implemented with DDI specifications.
* Programmer’s Intro to DDI - Dan has reached out to Arofan to collaborate about this and is awaiting a response. Dan also needs to engage other people and invited everyone to give feedback on the slides.

##### Related actions:

* **ACTION**: Ongoing - 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.
* **ACTION**: Arofan to consult with Kathryn to volunteer to help with drafting the announcements of the release of the slide decks.This will need to be coordinated.
* **ACTION ALL** : give feedback on the slides until the end of September

#### **4b. Training Opportunities sub-group (Chair- Hilde)**

IASSIST : two DDI training sessions took place:

### How to set up and configure a Dataverse repository that suits your needs (with a DDI introduction), Alina Danciu, Geneviève Michaud, Baptiste Rouxel - all Sciences Po Paris

### What can DDI do for you? An introduction to the DDI - Benjamin Beuster, Hilde Orten - both SIKT

A lot of interest and questions from the participants. See programme [here](https://www.openconf.org/iassist2022/modules/request.php?module=oc_program&action=program.php&keycode=program).

**4b.1 Training requests:**

##### Related actions:

* **ACTION**: Hilde to share a 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.

**4b.2 Webinar series:**

* Programme available at <https://codata.org/initiatives/data-skills/ddi-training-webinars/> (thanks Laura)
* The [Webinar in French on DDI](https://ddialliance.org/announcement/vive-les-m%C3%A9tadonn%C3%A9es-les-bases-de-ddi-en-fran%C3%A7ais-ddi-basics-in-french) with Hilde, Alina and Christophe took place the 13th of June and was a success with more than 70 attendees. The M[etadata uplift](https://codata.org/initiatives/data-skills/ddi-training-webinars/metadata-uplift-pdf-excel-to-structured-ddi-documentation/) had great feedback too.
* A troll interrupted both webinars. We should address this.
* The next CODATA webinar is planned in July and it will be postponed to this autumn.
* **ACTION**: Finalize the “Publicizing Events Process” [draft](https://docs.google.com/document/d/1W-fz7lF3Zeo9IK3qaLYWYZFekt7jhfWv4kR1hvtV5jw/edit) is done**.**
* **ACTION for Metadata uplift webinar : Postponed until autumn.** Hilde to check with Arofan and Laura. Franck is the best person to contact for the SKOS part. Taina and Sanda from the Controlled Vocabularies Group. Somebody from Australia (work on FAIR Controlled Vocabularies).
* ACTION : Alina and Laura will write short reports on the feedback surveys we fielded after the webinars.
* **ACTION** for webinars in general : Alina to assist Laura in monitoring the participants’ list when they connect to the webinar.

**4b.3 Conferences/events:**

* Training 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. Targeting November 2022 as a date. The training opportunities group will meet with Jared in August.
* Please remember: EDDI call for papers ends in September 4
* ESRA Milan from 17-22 July 2023. Short courses of 3 hours each (the previous edition [Program](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.europeansurveyresearch.org%2Fconferences%2Fprogramme2019&data=05%7C01%7Ch.mills%40ucl.ac.uk%7C9faa2eecbdce46f470a708da5842250e%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637919338354103286%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=XChtEtJENkGN5%2BFTl7p9plvhY22JgxCgXvEbF0m%2FSf4%3D&reserved=0)). [Data management](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.europeansurveyresearch.org%2Fconferences%2Fcall-sessions&data=05%7C01%7Ch.mills%40ucl.ac.uk%7C9faa2eecbdce46f470a708da5842250e%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637919338354103286%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FI1D0iwlG6HTZgCwktWqkL1bYoYdxBuvQK2bbe9y2zM%3D&reserved=0) is one of the three important areas of the conference should we propose one short course? [ESRA website](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.europeansurveyresearch.org%2Fconferences%2Fcall-sessions&data=05%7C01%7Ch.mills%40ucl.ac.uk%7Cff758ef6296b4529985e08da55f2f4ab%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637916799208864463%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=kugEVDtA1bONxOboP%2Bdlv5Fw44ekF%2B9fgHtfdxRPf9s%3D&reserved=0) for details of the call - the deadline for submissions is **15 September 2022.**
* **Other interesting events:** 
  + [The Joint Statistical Meeting in the US](https://ww2.amstat.org/meetings/jsm/2022/), that takes place in August every year
  + The International Statistical Institute ISI 2023 <https://www.isi2023.org/conferences/ottawa-2023/> conference (64th ISI World Statistics Congress - Ottawa, Canada July 16, 2023 - July 20, 2023).
* **ACTION :** Alina and Hayley meet and discuss the opportunity to submit an abstract to ESRA. The group thinks the conference would be a good opportunity to touch different audiences. There is a budget for travel expenses.
* **ACTION Alina and Hayley:** Check with Laura if there are any FAIR events we should attend.

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

* 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?).*
* May need to rethink this process since no-one in this WG has provided any feedback. Hayey and Alina requested input from the Technical Committee to ensure accuracy and because we had not received any feedback from this group. We suggest this is added to the process.
* Formulate some ideas and send those to Flavio.

Related Actions:

* **ACTION**: Flavio will get back to us with more details about the SB’s role in the signing off of the slide decks.
* **ACTION**: Hayley and Alina to confirm that all Dagstuhl 2018 participants have published their training slides on Zenodo.

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

* No volunteers to take over liaising with Marketing and Partnerships WG. Chairs agree to keep in touch with Barry. Laura can keep in touch with the marketing group for the webinar collaboration.
* Barry retired and the executive group need to reconstitute that group. From now on, contact Jared if coordination is needed.

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).

Related Actions:

**ACTION**: Ongoing - Alina and Hayley to arrange a meeting with the Technical Committee, Marketing, Jared and Arofan to discuss the Getting started page on the DDI website. Please refer to notes from the [May 2022](https://docs.google.com/document/d/1M0Q0mgjyyCHJIp3N9R5TCAtO22DKin4CgGbi_T6JmRQ/edit) meeting for previous discussion.

Does anyone else want to be involved or have any ideas to pass on for the discussion?

Jared : On the website we have been trying to update content. A few pages still need to be updated. DDI events / workshops is one of them. An archived version of this page shows past and upcoming events. (<https://web.archive.org/web/20210614082512/https://ddialliance.org/events/workshops>)

ACTION ALL : If you have any suggestions please send them to Jared or Hayley.

Getting started pages:

Property of the Technical Committee. Jared contacted them (Hayley cc’d).

Could be a priority for the summer for the Technical Committee. Hayley and Wendy are in communication on how to update this.

Separate discussion on DDI Profiles.

If promotion is needed, contact Jared (as the Marketing and partnerships no longer has a chair).

**ACTION:** Events pages to be updated [Workshops sub-page](https://ddialliance.org/events/workshops).

* Suggestions from Jared and Hayley so far are given below.
* Do we need a sub-group to discuss this and make a proposal to Jared and marketing?
* Geneviève previously kindly volunteered to help with updating these pages.

Considerations

* We need to be clear what the purpose of this page is, whether it is for past events or to advertise future events.
* The pages need to be easy to maintain since we don't have a large staff to maintain or an ongoing slate of events.
* Pages should not duplicate what is already on the CODATA website but would be preferable to point to the relevant pages.
* Need to liaise with Marketing and Partnership who are responsible for the Events pages.

1) How do we want to promote workshops?

* Continue to use the announcements page and social media since those get the most visibility.
* Keep the Events page -
  + For new events, link to the News pages which contain new events. If so, we need to be sure to post content there in advance.
  + For past events, link to the Publications section and have a Workshops filter turned on by default when linked from the "past workshops" section of the Workshops page

2) How do we present the workshops on the web page?

* Catalog past events as part of the main [Publications page](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fddialliance.org%2Fpublications%2Fsearch&data=05%7C01%7Ch.mills%40ucl.ac.uk%7Caa47cf97a90f4ae89f6708da317a0792%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637876697438745848%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WUChBNKc9AWvClZPuMG8VvAonCAb4K9PNal2F%2BL0rX0%3D&reserved=0). We can create our own filter (Workshops) and then users would be able to list out all past workshops. This also means we wouldn't have a static HTML list of past events which can become unwieldy to manage.
* Note that the [conference-list page](https://ddialliance.org/publications/conferences-list) will be removed and content added to the [https://ddialliance.org/publications/search](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fddialliance.org%2Fpublications%2Fsearch&data=05%7C01%7Ch.mills%40ucl.ac.uk%7Caa47cf97a90f4ae89f6708da317a0792%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637876697438745848%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WUChBNKc9AWvClZPuMG8VvAonCAb4K9PNal2F%2BL0rX0%3D&reserved=0) page too. The [conference page](https://ddialliance.org/events/conferences,) will link to old presentations and [https://ddialliance.org/publications/search](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fddialliance.org%2Fpublications%2Fsearch&data=05%7C01%7Ch.mills%40ucl.ac.uk%7Caa47cf97a90f4ae89f6708da317a0792%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637876697438745848%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WUChBNKc9AWvClZPuMG8VvAonCAb4K9PNal2F%2BL0rX0%3D&reserved=0) page with results filtered by EDDI/NADDI/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>
* Christie from GESIS produced the video announced in May. Video already on the website : <https://ddialliance.org/announcement/new-video-introduction-to-ddi-metadata>
* Christie is willing to work on other videos.

**8. DDI Alliance : funding**

* [**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) was approved by the Executive Board.
* Funding for workshops (travel and fees) ($10,000 USD)
* Discount / waiver workshop fees (for DDI members) ($1,500 USD)
* Webinars ($7,500 USD)

For travel expenses, please be sure individuals requesting funds follow the travel expense guidelines posted here: [https://ddialliance.org/alliance/funding-guidelines-and-request-form](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fddialliance.org%2Falliance%2Ffunding-guidelines-and-request-form&data=05%7C01%7Ch.mills%40ucl.ac.uk%7C11696b40d1024a2f96ad08da54c53f32%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637915503689194978%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=N%2BDnbHWdZt4yv4CG4ZymudsJODCIi2CKl455GXOrJ%2BQ%3D&reserved=0). Specifically:

* Funding will cover travel to the meeting/event, and/or travel allowance (including accommodation costs). Individuals supported by the Alliance should make every effort to find the least expensive economy-class airfares and accommodations. For questions about reimbursable and non-reimbursable expenses for travel, please see this [summary](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fprocurement.umich.edu%2Fsites%2Fdefault%2Ffiles%2Fsummary_of_reimbursable_expenses.pdf&data=05%7C01%7Ch.mills%40ucl.ac.uk%7C11696b40d1024a2f96ad08da54c53f32%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637915503689194978%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2JyCzOMU5htji%2B5pt1qWsB0fIlqXu81jxq%2FcaVqdb6I%3D&reserved=0).
* Itemized receipts for all expenses must be submitted for reimbursement within 45 days of incurring the expense (30 days is preferred).

For the Webinar work, we need to know who will complete this work \*before\* that work begins.

### **9. Next meeting**

* + Tuesday 2 August 2022
  + [Note Taker](https://docs.google.com/document/d/1AiMhHm7wWwUjEQaQSlz1hyTVv7hDS39tbF6spqCI9Mk/edit): Kaia Kulla
  + 9am (EST), 2pm (UTC), 3pm (CEST), 4pm (CAT/EET)
  + Alina, Dan and Geneviève will be absent.