# **DDI Training Working Group**

**Tuesday 02 August 2022**

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

Zoom-Meeting: <https://ucl.zoom.us/j/98487147494?pwd=ZXNjRkxZQzFJNWdTaXFtcFdDQTVHQT09>

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: **Hilde Orten (Sikt)**, **Arofan Gregory (Consultant)**, **Kaia Kulla (Statistics Estonia), Lucie Marie (Sciences Po)**, **Laura Molloy (CODATA)**, **Christophe Dzikowski (INSEE)**, **Hayley Mills (CLOSER)**, **Kathryn Lavender** **(NACDA - ICPSR),** **Dan Gillman (US BLS)**

**Chair**: Hayley Mills **Note taker:** Kaia Kulla

**Apologies**: Alina Danciu, Geneviève Michaud, Adrian Dusa, Catharina Wasner, Jared Lyle, Flavio Rizzolo

**Agenda/Notes:**

Some Zoom related issues. When HM sets up a Zoom meeting using the UCL account people need to set up zoom accounts to join the meeting. In future ask AG to setup the meeting using the DDI account, or try a Teams meeting.

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

Minutes were accepted with no comments.

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

Gilad Brandstetter Tilburg University contacted Hayley about Data Stewardship in Israel, inquiring about a train-the-trainer activity within Israel. HM and AD to set up a meeting with Gilad and JL to discuss.

### **3. New Mandate**

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

**ACTION:** HM and AD to use this to advertise what we do and recruit new members. Others send ideas if you have any.

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

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

Due to vacation and busy times we did not meet in July. A new meeting of the sub-group will be planned for August.

**4a.1 Conferences/events:**

* **ACTION**: Training for a North American Audience. November 2022 as a date. The training opportunities group will meet with JL in August.
* An important topic for the next sub-group meeting will be to make plans for a virtual training event for North Americans to take place in November. This is because NADDI didn’t take place this year. This will be developed in collaboration with JL and with people of North America's region. Perhaps Dan and Kathryn would be interested in contributing.
* Dan agreed to be involved and help. Kathryn didn’t answer right now, but asked to keep her in the loop, because she has one conference in the beginning of November, the timetable is not clear.
* The event itself will be a longer virtual webinar in sections, probably, which cover more than one topic. The length of the webinar is not finally decided.
* **ACTION:** LM to check if there are any FAIR events we should attend In addition to those which are listed [conferences](https://docs.google.com/document/d/14az5PmrUZSDyNv5djY0B7_FjE-oF70_ak-6InKBcojs/edit#)**)**
* **ACTION:** AD and HM 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.
* We also need to look into options for EDDI, as well as follow up regarding the webinars. Maybe this time it shouldn’t be so extensive, but limited to just one track. People don’t need to choose between tracks and it needs less people for chairing.
* HM asked if the sub-group needs some help from the wider group. Do they need any ideas, before the next meeting in September when the deadline for submissions is? Or are they planning to discuss in their sub-group? Hilde found that it is always good if the whole group supports and offers ideas before a final decision is made.
* Before the conference there will be one training event, virtually. AD and Jon are currently on vacation. The sub-group will get in touch with them to discuss options.
* **ACTION:** All If anyone has any thoughts or ideas that they can send to the training Opts sub-group, please do, otherwise we will wait if they need any help or need any volunteers.
* A list of [conferences](https://docs.google.com/document/d/14az5PmrUZSDyNv5djY0B7_FjE-oF70_ak-6InKBcojs/edit#) which were mentioned in the last TWG were discussed and info added to the table (note that there are 5 conferences budgeted).

**4a.2 Training requests:**

A new Training Request from the US was received on July 30th that was from US North Central University. AG will be the follow-up contact for the request.

##### 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. IN PROGRESS

* **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. IN PROGRESS

**4a.3 Webinar series:**

* Completed [Metadata uplift](https://codata.org/initiatives/data-skills/ddi-training-webinars/metadata-uplift-pdf-excel-to-structured-ddi-documentation/) and [Vive les Métadonnées!](https://codata.org/initiatives/data-skills/ddi-training-webinars/vive-les-metadonnees-les-bases-de-ddi-en-francais-ddi-basics-in-french/) webinars
* **ACTION** : AD and LM will write short reports on the feedback surveys we fielded after the webinars. DONE
  + [Vive les Métadonnées! Feedback](https://docs.google.com/document/d/1umdhgdsnzdh99Lbfl3Gy5Qm2XL8wPPG9aVyjE16u2L0)
  + [Metadata uplift Feedback](https://docs.google.com/document/d/1qvWnkjXTgvsUthwH1HYD04WR2ywas9-n/edit?usp=sharing&ouid=117306179097581977298&rtpof=true&sd=true)
* The feedback from our webinar ‘Vive les metadonnées’ of 13 June has kindly been made available by AD.
* Vive les metadonnées - The feedback to the webinar was completely positive, and most people that responded found that the material was useful. It seemed like there was energy to continue doing training in French and there’s an audience for it. Therefore more of these slides could be translated into French. But the question is whether we translate them for the webinars or have the slides that have been completed by the review group translated into French. We could do maybe one webinar, but it would be too much for the group to translate slides into other languages. Even if English is not everyone’s mother language, it’s still the primary language for communication between different communities.
* **ACTION** for webinars in general: AD to assist LM in monitoring the participants’ list when they connect to the webinar. DONE
* **ACTION**: Finalize the “Publicizing Events Process” [document](https://docs.google.com/document/d/1W-fz7lF3Zeo9IK3qaLYWYZFekt7jhfWv4kR1hvtV5jw/edit)**.** DONE (LM corrected, circulated after meeting.)
* **ACTION: ‘**DDI Controlled Vocabularies’ webinar: timing to be confirmed. DONE - postponed until September, (see <https://codata.org/initiatives/data-skills/ddi-training-webinars/>). Confirmed with AG and LM.
  + Franck is the best person to contact for the XKOS part. Taina and Sanda from the Controlled Vocabularies Group. Somebody from Australia (work on FAIR Controlled Vocabularies).

#### **4b.** [**Slide Review sub-group**](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/1831305239/Meetings+and+Actions) **(Chair - Kathryn)**

* AD has volunteers to translate slides to french - Do we want to do this?
  + utilize volunteers
  + determine priorities of slides to translate
  + wait for AD’s input; AD would review translated decks
* There are languages with more speakers and languages with fewer speakers. It does not make sense to translate into those languages where there are fewer users. But it would be good to use volunteers to translate the more common languages.AG said, for instance, that there is a colleague from Statistics Mexico who would be happy to help with a Spanish translation of DDI material.
* The translations could be done by volunteers, or ask for help from CESDDA or DDI, if the different members are interested in translating.
* Info about how CESSDA does it with vocabularies <https://vocabularies.cessda.eu/>. They have a system where the translations into different languages exist. And perhaps we need for translations of slide desks a kind of system also.
* We should take advantage of the volunteers, but they need to be supported and set priorities for them. **ACTION**: AD to provide details about the volunteers and their slide deck priorities.
* Currently working on Implementing FAIR with DDI slide deck as a group
* Awaiting feedback on 5 slide decks; will wait until we get more feedback after Sept to discuss

##### Related actions:

* **ACTION**: On hold - AG to look at older technical slide deck examples - see what can be used for slide decks/webinars. AG will consult with Achim. AG 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.
  + DDI for programmers is extremely broad area and it may be beyond the ability for us to deliver meaningful training material. Consider reaching out to people (or support Ingo Barkow) to do more focused trainings like DDI in SPSS and R, etc. (not yet started but he will organize things soon/this Fall); Hilde will follow up with Ingo and Kathryn
* **ACTION**: AG to consult with KL to volunteer to help with drafting the announcements of the release of the slide decks.This will need to be coordinated. On hold.
* **ACTION:** ALL give feedback on the slides until the end of September

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

* **ACTION:** Include the TC systematically in the slides revision process. This includes also guidelines and other training materials. HM and AD to formulate some ideas and send those to FR.
* HM asked if the group could shed any further light on this action. HO explained that this will be discussed in the next SB meeting. HM asked HO to feedback that we would like TC to be involved in providing feedback for technical accuracy before they go to the SB.

Related Actions:

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

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

JL has taken over the marketing/website tasks.

Related Actions:

**DDI events / workshops:**

* Update 02/08/22 from JL-
* DDI events / workshops: The current workshops page (<https://ddialliance.org/events/workshops>) has been updated to list the upcoming CODATA webinars and Dagstuhl workshops.
* There's also a link to the past workshops. This means the page now should be current. There's also a link to the past workshops. This means the page now should be current. For comparison, you can check it against the archived snapshot from a year ago ([https://web.archive.org/web/20210614082512/https://ddialliance.org/events/workshops](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fweb.archive.org%2Fweb%2F20210614082512%2Fhttps%3A%2F%2Fddialliance.org%2Fevents%2Fworkshops&data=05%7C01%7Ch.mills%40ucl.ac.uk%7Cae54188ed0d94606908b08da73dee7b8%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637949698457063289%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=IBK0LJBO%2BAiUpDVcBB%2BmXuSXAJQY6NDoWcxeVuhMMbg%3D&reserved=0)), which was outdated, incomplete, and messy. If there are further suggested improvements for this or any other web page, feel free to share them.
* The group discussed the new pages and agreed that they worked okay. Observation from LM was that the workshop page will need regularly updating with the latest scheduled webinars.

**Getting started pages:**

* Property of the Technical Committee. JL contacted them (HM cc’d).
* Could be a priority for the summer for the Technical Committee. HM and Wendy are in communication on how to update this.
* **ACTION**: AD and HM to arrange a meeting with the TC, Marketing, JL and AG 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. **ACTION**: All to let HM/AD know if you have any suggestions for the getting started pages, or would like to be involved.

**7. 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)

**ACTION:** For the Webinar work, we need to know who will complete this work \*before\* that work begins. AD has emailed AG about this.

### **8. Next meeting**

* + Tuesday 6 September 2022
  + [Note Taker](https://docs.google.com/document/d/1AiMhHm7wWwUjEQaQSlz1hyTVv7hDS39tbF6spqCI9Mk/edit): Kathryn Lavender
  + 9am (EST), 2pm (UTC), 3pm (CEST), 4pm (CAT/EET)