# **DDI Training Working Group**

**Tuesday 04 October 2022**

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

Zoom-Meeting: [https://us02web.zoom.us/j/86184492910?pwd=V2lnT0FrVkcrOVd2clVvcStaRzVOQT09](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus02web.zoom.us%2Fj%2F86184492910%3Fpwd%3DV2lnT0FrVkcrOVd2clVvcStaRzVOQT09&data=05%7C01%7Ch.mills%40ucl.ac.uk%7Cc0504012dd2c4317a24408daa12693da%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637999484306481296%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=w%2F8t%2FrpWFy45mbJpW%2B6gDelqy2rRe0%2BrM0d1yuWf%2Fdg%3D&reserved=0)

Password : Train

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: **Hilde Orten (Sikt)**, **Arofan Gregory (Consultant)**,  **Kaia Kulla** (Statistics Estonia), Lucie Marie (Sciences Po), Laura Molloy (CODATA), **Hayley Mills (CLOSER)**, Dan Gillman (US BLS), Geneviève Michaud (Sciences Po), **Adrian Dusa** (RODA), Catharina Wasner (GIGA), **Jared Lyle (DDI Alliance)**, Flavio Rizzolo (Statistics Canada), **Christophe Dzikowski (INSEE),** **Kathryn Lavender (ICPSR)**, **Jennifer Zeiger (ICPSR)**

Chair: Hayley Mills Note taker: Adrian Dusa

**Apologies**: Alina Danciu

**Agenda/Notes:**

### **1. Previous Meeting notes -**  [September 2022](https://docs.google.com/document/d/1Cef2UI0B9xJM853wHofdv9gztNk_K0QL0Yx1aIGcj9Q)

### Accepted and published [https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864379/Meeting+Notes](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/7864379/Meeting%2BNotes)

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

* Gilad Brandstetter Tilburg University is no longer involved in the Israel Data Stewardship initiative, but requested we contact Runit Purian from Tel Aviv University. Have received no response.
* The ‘Use of FAIR in Social Sciences and Humanities RDA’ online event (November 2)

Anne Sofie Fink invited the DDI Alliance to make a general presentation of the DDI standard, how and where it is being used, with the specific angle that social science data, which oftentimes cannot be open for good reasons, can still be made FAIR with the use of good standards and rich metadata. Hilde will be representing us to this event.

Hilde reported about the event, more and more DDI is getting used and known, even in new communities. It is important to explain what DDI can do.

**3. New Mandate**

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

**ACTION:** Outstanding HM/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)**

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

* **Training for a North American Audience**. November 2022 as a date. The training opportunities group will meet with JL in August.

We drafted a programme together with Jared and will be following up with presenters. New tentative date is January 25th. Please see related notes at <https://docs.google.com/document/d/1d-XM1r13frsvZSQBd4nl-v-FaHOfZjRflXq9kgFGKGE/edit#heading=h.b4w2357mrgwv>.

* **ACTION:** Outstanding 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: DONE** 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.

Hayley has submitted a proposal for a Question related event. Trainers from CLOSER, Sikt and ISER (UK). [Abstract](https://docs.google.com/document/d/1ng8ijEkfzUF34MQA7uWTjLfVeIHCBUAU_fbW3FVXsBY/)

* **EDDI:**

Virtual training on November 28:

The Training Opportunities group had a proposal for this event, as included in this [document](https://docs.google.com/document/d/1zAsKvag90KAOnF6gUD-2T6O6yCSMP8FnHWIFywfhUVo) Some questions came up regarding registration and platform use, as well as minor wishes for changes to the programme. Alina and Hayley followed up on this with the EDDI organisers (HM, AD, Jon Johnson and LM).

The training opps group will discuss suggestions in the next meeting and finalize the programme. Still awaiting response from Laura re hosting (on leave).

On site tutorials on November 29, in Paris:

* Francophone - Alina 1/2 day (presenters Christophe, Alina, Hilde, Simon)
* Questionnaires - Jon Johnson full day
* NADA - Julie Lenoir (INED) 1/2 day (software based on DDI Codebook)

**4a.2 Training requests:**

Three training requests received in August: September:

1. Lesya Baudouin (INSERM, health data) who contacted Alina after attending a CODATA-DDI Alliance webinar. Christophe and Alina had 2 separate meetings with her. She wants to build a metadata hub for all their datasets.
2. Rachel Raider from Cognitive Neuroscience of Religious Cognition (remote) : has already watched our webinars, interested in DDI-Lifecycle. She sent a request on September 9 using the DDI Alliance website training request form. - NOBODY ANSWERED YET - This will be taken on, but Arofan is already in contact with this person who also submitted a request earlier.
Scheduling would be difficult for an extensive training with limited to no budget.
3. Somebody from the Library of Sciences Po contacted Alina on a mapping between DDI and EAD. Alina met her and gave her an introduction to DDI and pointed to resources for the mapping. Mentioning this to show the increasing interest in DDI “talking” to other standards especially.

##### Related actions:

* **ACTION**: Outstanding. 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. This was created for the last report, but Hilde requires a volunteer to keep this up to date.

* **ACTION**: **DONE** 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.

[Here](https://docs.google.com/document/d/1CzbF16ikh1nQjS_GbcpTaLkJimNZ5AcMuKyBqWzFbmU/edit?usp=sharing) it is. The group has been using the email and so far so good in saving time

**4a.3 Webinar series:**

* **‘**DDI Controlled Vocabularies’ webinar: timing to be confirmed.- postponed until September, (see <https://codata.org/initiatives/data-skills/ddi-training-webinars/>). Arofan updated the situation. Concept systems, not just controlled vocabularies. Useful deck which needs more work, 90 minutes, usual format. Includes lots of case studies, so may require more work to create training slides from. Arofan volunteered to help when these are being worked on. Sanda sent Kathryn CV slides which may also be helpful in creating the training slides. No progress will be made on these until next year.
* **ACTION: DONE** For the Webinar work, we need to know who will complete this work \*before\* that work begins
* Jared - The University of Michigan, which oversees all DDI Alliance financials, including procurements, has checks and balances in place for our finances. This is to guard against financial impropriety. One rule is that for consulting work or procurements greater than a certain dollar amount, we must request competitive bids or submit the proposed consultant for UM review rather than selecting a person ourselves. This adds some complexity to the process but also helps prevent misuse of funds and increase transparency for our processes.
* Note the webinars and financial year are not in sync. The previous budget’s webinars have either been completed or have been scheduled. There was concern about how realistic the number fo webinars planned were, so the EDDI training event covers a webinar. Arofan will provide the invoice.
* The current budget’s webinars have not been agreed or scheduled. **NEW ACTION:** Arofan to provide a plan for the next set of webinars for 2022/2023.

**4a.4 CODATA RDA Data schools contact**

* Hilde has been in contact with representatives for the [CODATA RDA data schools](https://www.datascienceschools.org/) (summer schools). They may be interested to explore if DDI may be relevant for their data steward curriculum.
It would be a good thing to do this, it seemed like what we’re doing is too specific two years ago when we first met. A more concrete plan never materialized. A first step would be a further meeting to discuss, perhaps in TrainingOps but also at a higher level (Laura and Hayley or Alina to be present).
* **NEW ACTION**: Hilde to contact and set up a meeting to understand what CODATA RDA schools do/teach and what they would be interested in.

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

* Currently working through FAIR slide deck and implementing feedback on the 5 slide decks shared earlier this year - thanks to all for reviewing them!
* 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
* **ACTION**: **DONE** AD to provide details about the volunteers and their slide deck priorities. -

AD - we would like to start with translating some "basic" ones, as the community we are addressing doesn't know DDI. Having a "Beginner's kit" with DDI is an idea, but I would like the group's opinion about this and whether they have recommendations on slides to translate.” **NEW ACTION**: KL - I will add translation priorities to the slide review group discussion, we have not yet talked about it.

##### 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 an 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);
	+ **ACTION:** Kathryn to email Ingo to explain the plan to create a DDI for programmers training slide deck and see planned hackathon content.
* **ACTION**: On hold 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..

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

* **ACTION**: Outstanding. FR will get back to us with more details about the SB’s role in the signing off of the slide decks. HIlde provided and update from the SB. It has not been possible to fit this item on the SB meeting agendas, so in the next SB meeting (11/10/22) FR will be asked to provide an outline of the process for SB signing off on new documents (including the training materials).
* **ACTION**: Outstanding. HM/AD to confirm that all Dagstuhl 2018 participants have published their training slides on Zenodo. - in progress

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

JL has taken over the marketing/website tasks.

**Getting started pages:**

* Property of the Technical Committee. JL contacted them (HM cc’d).
* Please refer to notes from the [May 2022](https://docs.google.com/document/d/1M0Q0mgjyyCHJIp3N9R5TCAtO22DKin4CgGbi_T6JmRQ/edit) meeting for previous discussion.
* **ACTION**: **DONE**. All to let HM/AD know if you have any suggestions for the getting started pages, or would like to be involved.
* Pages need a refresh (outdated information), in order to put people in the right direction. Most likely this will not involving creating new materials but reorganize and highlighting existing information. It could possibly build on the email drafted to go out to training requests.
* Arofan had received feedback that this page was not easy to use for beginners and circulated his ideas.
* Hilde noted that a review of this page has already been completed with Jane Fry. **NEW ACTION:** Hilde to circulate the previous document relating to the Getting Started pages
* Jared indicated that a meeting was not necessary and instead a proposal was needed. Having input from someone new to DDI would be helpful
* AG, LM and HM/AD should be involved in this. Jennifer volunteered to help with this too. We should also keep the TC chairs in the loop.
* **NEW ACTION:** When previous getting started documents from Hilde received, HM/AD to circulate these along with Arofan’s suggestions to AG, LM and HM/AD and JZ to kick-off the creation of the new page proposal.

### **8. Next meeting**

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