# **DDI Training Working Group**

**Tuesday 06 December 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: Arofan Gregory (Consultant), **Kaia Kulla (Statistics Estonia)**, Hayley Mills (CLOSER), Dan Gillman (US BLS), **Adrian Dusa (RODA),** **Jared Lyle (DDI Alliance)**, Flavio Rizzolo (Statistics Canada), Jennifer Zeiger (ICPSR), Christophe Dzikowski (INSEE), **Lucie Marie (CDSP)**, Catharina Wasner, **Kathryn Lavender (ICPSR)**

Apologies: Hayley Mills, Hilde Orten, Geneviève Michaud, Laura Molloy.

**Chair:** Alina Danciu **Note taker:** Lucie Marie

**Agenda/Notes:**

### **1. Previous Meeting notes -**  [November 2022](https://docs.google.com/document/d/1S0pXm6fFCeU7aHVIg1FpjmpTUpEy3icQZtz-pOk1ojY/edit)

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

DDI Alliance presentation template: a standardized version was created by ICPSR's graphic designer. The PowerPoint and Google Slides versions are posted on the Promoting DDI section of the DDI web site, here: <https://ddialliance.org/about/promotion>

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

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

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

**NEW ACTION:** Hilde will make RDA meeting slides (November 2) available to the Zenodo community group.

* **EDDI**

Free tutorial materials available here (around 70 people attended): <https://codata.org/initiatives/data-skills/ddi-training-webinars/european-ddi-conference-2022-introduction-to-ddi/>

**ACTION**: Laura or/and Jared will share on Zenodo the slide decks in the coming days.

Francophone workshop: a lot of complete beginners with non-technical profiles; a challenging workshop to teach. DDI Tools workshop was canceled and the one on questionnaires had around 15 participants

* **4a.2 Training requests:**

##### 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 :** Alina volunteered for this.

**4a.3 Webinar series:**

* **ACTION:** Arofan to provide a plan for the next set of webinars for 2022/2023.

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

* **ACTION**: Hilde to contact and set up a meeting to understand what CODATA RDA schools do/teach and what they would be interested in. Hilde will meet with Venkat in Prague the week of November 14th and will discuss arranging a meeting.
* Updates ?

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

Updates:

* We met on [Nov 22](https://ddi-alliance.atlassian.net/l/cp/VtafDe6Z) and will meet next after the new year.
* We are currently working on the Implementing fair with DDI deck, and finalizing edits from group recommendations
* We are adding a slide at the beginning of each deck that is currently in progress to state the intended audience (unit type slide deck, concepts deck, understanding metadata deck, etc; this is in line with the How\_to\_use\_the\_DDI\_Training\_Materials slide deck

Related actions:

* **ACTION**: KL, **done** - translation priorities - start with what is metadata, what is DDI, and DDI Codebook, DDI Lifecycle, and DDI Cross Domain Integration: Use Cases and Objectives
	+ Lucie Marie (CDSP) is in charge of the translation

**ACTION** : Lucie MARIE will inform the group in February about the translation planned deadlines

##### **ACTION**: KL, no updates on this - 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**

Hayley’s proposal to Flavio on October 18 2022, to be discussed with the SB

* Sub-WG shares slide decks with the whole WG and the TC chairs (1 month).
* Sub-WG makes updates to the slide decks where necessary or provides comments to feedback if not necessary.
	+ Sub-WG add comments to what has been changed or why.
	+ Sub-WG decides when the slide decks are final. WG chairs make any final decisions if they cannot be resolved.
	+ Sub-WG share the final slides and comments to the WG.
* WG chairs submit the slide decks to the SB for approval (2 months).
* List of slides that need approval [**here**](https://docs.google.com/document/d/1k9wtirayIOkla96ROO_O8YB7mgzlY5WHleEQn1x82aA/edit?usp=sharing).

Updates? Did the SB meeting take place?

**ACTION DONE** : Alina will write to Hilde about this

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

**“Getting started” and “DDI profiles” pages:**

* Please refer to notes from the [May 2022](https://docs.google.com/document/d/1M0Q0mgjyyCHJIp3N9R5TCAtO22DKin4CgGbi_T6JmRQ/edit) meeting for previous discussion.
* Who is leading the new page proposal and what are the next steps?
* **NEW ACTION** - HO will pick up in the next training ops group.

**7. AOB**

**Monthly group meetings:**

Alina reminds everyone that Hayley and her have been chairs for a year now. If people have ideas about things that should be changed in the monthly meetings, please write an email to the group.

**DDI tools**

Adrian: Create specific training for researchers or academic public / more use cases.

Efforts should go to building and sharing an open source tool.

Jared : Tools development is indeed important. The Scientific Board’s current scientific work plan includes two tools-related items in the short term goals:

3) Plan a new laboratory environment to explore new features and technical platforms

4) Plan the creation of a new software dev group similar to the DDI Developers group in the past to prompt DDI tool development

Alina : 3 sessions about Nesstar at EDDI, which shows that the community needs another tool of this type.

**ACTION**: Adrian to write an email about this to Hilde and Darren.

**Happy holidays everyone!!** 

**8. Next meeting**

* + Tuesday 3 January 2022
	+ [Note Taker](https://docs.google.com/document/d/1AiMhHm7wWwUjEQaQSlz1hyTVv7hDS39tbF6spqCI9Mk/edit):
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