# **DDI Training Working Group**

**Tuesday 05 September 2023**

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

**Zoom-Meeting:** [**https://ucl.zoom.us/j/3924606632?pwd=OWIzbVFabWVpYm9MTXZFRzdTYkFEdz09**](https://ucl.zoom.us/j/3924606632?pwd=OWIzbVFabWVpYm9MTXZFRzdTYkFEdz09)

**Password**: **417906**

**Group email alias:** [icpsr-ddi-training@umich.edu](mailto:icpsr-ddi-training@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) and [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: Flavio Rizzolo (Statistics Canada), Christophe Dzikowski (INSEE), (CDSP), Adrian Dusa (RODA), **Jared Lyle (ICPSR & DDI Alliance),** **Jennifer Zeiger (ICPSR)**, Catharina Wasner (GIGA), **Kathryn Lavender (ICPSR)**, **Hayley Mills (CLOSER), Kaia Kulla (Statistics Estonia),** Lucie Marie (CDSP), Arofan Gregory (Consultant), **Catherine Yuen (University of Essex)**

**Apologies:** Alina Danciu (Sciences Po, CDSP), Dan Gillman (US BLS), Hilde Orten (SIKT)

**Chair:** Hayley Mills (CLOSER) **Note taker:** Kaia Kulla

**ACTION: DONE** HM to add Catherine Yuen to the mailing list and group.

**ACTION: DONE:** Issues with email list. AD to test the email mailing list.

* Received: Christophe, Catharina, Dan, Jennifer, Kathryn, Jared.
* No response yet: Flavio, Adrian, Kaia, Lucie, Arofan, Hilde.
* Jared suggested using [icpsr-ddi-training@umich.edu](mailto:icpsr-ddi-training@umich.edu) to resolve the problem. HM updated confluence.

The problem with the mail list still needs to be addressed so that everyone can get the emails.**ACTION:** HM to follow-up with those who have not received the emails.

**Agenda:**

### **Previous Meeting notes -** [August 2023](https://docs.google.com/document/d/1BcBdJy8Gz1xF36nN9WQWx52cqPzHs3axWn5ge7GRMvA)

**Report from the chairs:**

World Preservation Day on November 2 : <https://www.dpconline.org/events/world-digital-preservation-day>

Hold a seminar, webinar, live stream, watching party, hackathon or games room! If you would like your event to be added to our events listing on the DPC website, submit details to [angela.puggioni@dpconline.org](mailto:angela.puggioni@dpconline.org).

* Jared suggested that the easiest option would be blog post with a digital preservation context and highlighting the existing DDI training materials. The blog can be published on the dp website. Jared shared a [past blog](https://www.dpconline.org/blog/wdpd/introducing-the-inter-university-consortium-for-political-and-social-research) that he has written.
* Jennifer said they had discussed this in the training opportunities sub-group and there is not enough time for webinars, but will come back to the issue next year.
* HM asked about if there were any opportunities to time this with the next webinar planned so it could be promoted by DPC and what the plans to flag the existing webinars ahead of the the next webinar.
* Jennifer shared the outline of the next webinar (see below) and indicated that this was planned for end of September, start of October, and so would not fit with this, they also have plans to highlight the relevant recorded webinars from previous EDDI training events.
* **ACTION**: HM to contact DPC and ask if they would be interested in publishing a blog for the World Preservation Day.
* **ACTION**: HM If so, send email to the group to see if anyone would like to write the blog.

**Continue collaboration with different organizations to reach out to new communities of users (e.g. CSDI, US federal agencies). This includes CODATA, FAIR related organizations (FAIRsFAIR, GO FAIR, RDA, EOSC etc.).** Owner: Jennifer Zeiger

* **ACTION:** JZ to explore working with CODATA RDA schools further? JZ to ask Laura for any info about background for this.   
  The action is on hold.

**Webinars**

* **ACTION** : Arofan and Laura to organise a meeting with Alina and Hayley to discuss further the webinar situation including the timings of the webinar cycle.  
  The work is underway. Laura is reviewing in this week, but likely to done via email and not a meeting.
* **ACTION: DONE** Jennifer to set up a spreadsheet by the beginning of September to collate topic feedback, to be received by the group by the end of September, which should give enough time to plan for next year.   
  **ACTION**: All to review [webinar topics](https://docs.google.com/document/d/1K6W1s1-FN96uFnhjWyE30Q3wpRDT_OKR/edit?usp=sharing&ouid=101356918831263873668&rtpof=true&sd=true) using this [spreadsheet](https://docs.google.com/spreadsheets/d/1KLsy6236yj4Aq4flZRC1D-cjPlGrKwGbfPlQKTZv5Hs) by 25 September
  + The stars represent the training opportunities sub group preference each person added a star.
  + There are topics which have “marketing?” next to them. Topics would be planned separately.
  + Where it states “Happy to facilitate if leading groups want to run this, but will not lead” this is from the training sub-group, who require the Working Groups of that topic to contribute and have more buy-in.
* ACTION: HM/Al Close to the deadline send out a reminder email to the group for the feedback.

**EDDI23**

**Webinar**

* **ACTION: DONE** Arofan to organize an online webinar as a part of a “Come to EDDI” marketing plan. What is the proposal for this?
* **ACTION DONE:** AD to get in touch with local organisers/PC and pass on details to Jennifer.
* Proposed webinar is taking into account the feedback received from the PC and discussing with local organisers/EDDI Programme committee (PC) in order to clarify who will be hosting this webinar and organising the registration.
* Discussed how we can make sure that we point people to the introduction webinars which have been recorded and how we do this? AD suggested whether we can advertise this event on the EDDI or DDI Alliance site, or perhaps write a short blog?

Outline added by Jennifer.

1. 90-minute format (20/20/20)
   1. General overview - historical walkthrough up to…
   2. Cutting-edge tools, radical shift in tech space
   3. QA
2. Revised outline (Sept 15)

I. DDI and Technology Evolution (from DTDs for documentation to metadata-driven systems - brief overview) (Arofan)

*- Provide slides with links to general webinars/videos for more information -*

II. Production of DDI Codebook metadata for ODESI (Alicia)

III. Production of DDI Lifecycle at the National Archive of Computerized Data on Aging (NACDA) - ICPSR (Jennifer)

IV. ChatGPT and Metadata - possible uses and enhancements in efficiency (Pascal Heus, Postman)

* Planned for late Sept-early Oct, date TBD once presenters confirm availability
* Laura to be kept up-to-date so she can update the webinar page.
* We also need time to advertise this.

**In person training**

* **ACTION:** TO subgroup to discuss and propose a face to face event in December (as the EDDI PC suggests) to this group.
* All agreed on the two part approach of basic beginner level training followed by activities using simple tools. We don’t want to use tools which are too complex, have not been released or are not available widely, so would need to check the tools suggested.
* Trainers?- Kaia and Christophe are on the EDDI PC, so might want to help with this? Potential trainers who are new to training to do the first part of the training and are more local. Arofan and Alina have contacts. Jared also suggests having a trainer from Slovenia if possible.
* **ACTION DONE**: Alina to send Jennifer a list of contacts for trainers.
* **ACTION DONE:** HM to draft [abstract](https://docs.google.com/document/d/1o0-B5KJd_XMaDB-igYFGjXmxutrpx6uwCy4iK46giYs) and circulate. Shared with Alina and Jennifer.
* Arofan drafted a new abstract, which HM commented on. This was submitted to EDDI Friday 9/1, but is not in the shared document.
* Alina sent out an email asking those people if they would be interested to be the trainers, but there is no information about the responses yet. And it could also be circulated in a wider group, if there is anyone who wants to be a trainer.
* The budget should be reviewed which expenses will be covered, if some of the trainers need help to come to the EDDI.
* **ACTION:** HM/AL to check budget, confirm costs with Adrian and ask Jared about the process.

**Side meeting proposal**

* All agreed that it was a good idea to have a meeting where we discuss the upcoming plans for next year. Kathryn proposed we send out a survey of 3/4 questions to see who is going to EDDI and who would be available for the side meeting and what day.
* **ACTION DONE:** Kathryn to draft questions and share with HM/AD before sending to the wider group.
* **ACTION DONE:** Kathryn to draft a side meeting abstract to submit to EDDI.
* Survey was sent to TG to gather feedback- 12 people responded, from 7 who are participating and 4 to participate virtually and 1 not attending at all; Thursday is the preference for meeting; most people are ok with non members joining.
* Jared made a suggestion appointing or asking someone to lead that side meeting group (like having a separate sub-group), who would plan the meeting, be as a point person. Volunteers?
* Kathryn volunteered to help be a point person.

**Identify conferences and further outlets where DDI training can take place.** Owner: Jennifer Zeiger

* **ACTION DONE:** TO subgroup to lay out the list of known possible conferences and prioritise by this group.
  + List send out by Jennifer on July 24 : [DDI TO - possible new conferences](https://docs.google.com/spreadsheets/d/1zm_LXYq6iWiKxKmBLY2zN1NMjfAaFfYwfazYRXPT9gQ/edit#gid=0)
  + List should be reviewed every month, not all dates are set, and that the deadlines will be known.
  + Everyone should feel free to add the information about the new conferences if they become aware of them.
* Conferences which have not had DDI training before to reach new audiences.
* We have a budget of 2 people to attend 4 conferences.
  + Some people may be attending already, so need to establish that.
  + Decide which are the most important conferences and who wants to attend.
* The training opportunities sub-group has a plan to organise a train the trainers at some point, until that is done, it will be those who can and are happy to do, either within or outside the training working group.

**ACTION:** Discuss again in September HM to add to agenda. All to review and add to.

**ACTION DONE:** HM to add ESRA to the lis and also added location and updated dates.

* [International Data Week’s SciDataCon 2023:](https://internationaldataweek.org/) **ACTION:** Arofan to follow-up (proposal for a workshop) Update from Arofan: Tentative outline to come, deadline extended by a month. - update ?. Arfoan has submitted a proposal, but we don’t know what.

**Continue the development of training materials.** Owner: Kathryn

* **ACTION DONE**: AD to send any feedback from Jon Johnson to Kathryn if there is any (FAIR deck) - deck sent to SB
* **ACTION DONE**: All to review Slide deck: [*How\_to\_use\_the\_DDI\_Training\_Materials\_v4*](https://docs.google.com/document/d/1qExf8XFFjKPifKmpCySJcUNeO8rOlAdKLB0LNUmwQoA) by 5 September
* **ACTION:** Discuss location of suggested training sets in the next the meeting in September. HM to add to agenda.
* The Slide deck sub-group would like to discuss the need for a place to contain details about which decks should be used together. The slide decks didn’t seem to be the best place for this, as they would be difficult to maintain when changes are made. It would be easier to do this online which is easier to update (e.g. Google doc, website, or github). Kathryn has added this request for feedback to the Google document.
* Jared explained that it is straightforward to add and edit pages on the site, but we would need to decide on an appropriate location and keep it up to date. Another option would be to create a google doc, and add that link to the website instead. A decision was not made.
* Kathryn will send the Concept slide deck to Hayley and Alina once that’s all settled, so that it can be sent to the scientific board.
* Kathryn added a list of the various slide decks with their statuses below.
* **ACTION** : French translations - ready. Alina submitted them to a French learning platform, doranum.fr and is waiting for their response. She’ll publish them after the response is received. Discussion around DOI. Alina to ask if they can use the Zenodo DOI first, then if they want to edit and create their own DOI for that they can?
  + No updates on this for Sept
* **ACTION** : Arofan to get in touch with Kathryn regarding slides from CV webinar held. Is a new CV webinar needed to provide more comprehensive content?
  + No updates on this for Sept
* Current slide decks and statuses:
  + *Concepts* deck - **ready for SB - Kathryn will send soon**
  + *Unit-Unit\_Type-Universe-Population* deck -**editing in progress**
  + *DDI\_for\_researchers\_and\_data\_managers\_July\_2023* - **sent for SB review**
  + *DDITL\_12\_1\_0\_Data\_Quality\_Webinar* - **no updates;** needs edits from [TG feedback](https://docs.google.com/document/d/1k9wtirayIOkla96ROO_O8YB7mgzlY5WHleEQn1x82aA/edit?usp=sharing)
  + *DDITL\_11\_1\_0\_Understanding\_Metadata\_Feb2023* deck - **no updates** - needs edits from TG feedback
  + *How\_to\_use\_the\_DDI\_Training\_Materials\_v4* deck - [**awaiting feedback from TG** along with discussion point.](https://docs.google.com/document/d/1qExf8XFFjKPifKmpCySJcUNeO8rOlAdKLB0LNUmwQoA/edit?usp=sharing)
  + *Implementing\_FAIR\_w\_DDI\_2023* deck (no changes from April version except filename - **sent for SB review**

**Review and update web pages which the WG is responsible for and work with the Technical Committee to update the Getting started page.** Owner: Arofan

* **ACTION**: subgroup to draft recommendations/plan for getting started pages to discuss in this group and then to go to the TC to sign off.
* Interviews conducted with 2 FORS developers, 1 metadata officer from CLOSER and 1 researcher from US National Institute On Alcohol Abuse and Alcoholism (NIAAA)
* Next steps are analysing interviews and proposing actions. What timeline ?
* How can we link this activity with the marketing group?
* Jared gave an overview about the web pages where there is a huge amount of information that is very useful, but not easily accessible and not greatly organized. We have different users like developers who are interested in field level documentation and schemas, not learning materials, but also researchers,repository managers, etc. So, the web page needs to be better organized, more approachable and easier to understand, and especially for those who start learning DDI.
* Also, to think about what kind of content we have and how we can present it in a simpler way, to rethink what information we try to convey and how to simplify it.
* Some content will be simplified with a structural transition from Drupal to Wordpress.Jared made a proposal of getting a team of students to review sites and content.
* The getting started pages fits into this wider discussion about information on the website. This work will likely need input from several WG and SB and so a new group may be needed to lead this. This will be discussed in the next sub-group meeting and then next steps determined.

**Recruit additional instructors to be able to teach DDI to a wider audience.** Owner: HM/AD

* + Member list to be produced with interests and skills.
  + Identify gaps in expertise.
  + Recruit new members based on gaps, if some are found.

**ACTION DONE:** HM to send proposed questions to the group to receive feedback

**ACTION**: All to check and comment on [questions](https://docs.google.com/document/d/1tjQVbFdy4JhwKE1EVNfnolG-LOwZRWr1z59PynsUg_4) to gather information about trainersby 30 September.

**ACTION**: Jennifer to create a survey to send to DDI user group at the end of September.

**Next meeting**

* + [Note Taker](https://docs.google.com/document/d/1AiMhHm7wWwUjEQaQSlz1hyTVv7hDS39tbF6spqCI9Mk/edit): Christophe Dzikowski
  + October 3, 2023, 9am (EST), 2pm (UTC), 3pm (CEST), 4pm (CAT/EET)