# **DDI Training Working Group**

**Tuesday 23 January 2024**

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

**Zoom-Meeting:** [**https://sciencespo.zoom.us/j/97365116848**](https://sciencespo.zoom.us/j/97365116848)

**Group email alias:** 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%2BGroup) 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: **Alina Danciu (Sciences Po, CDSP)**, Flavio Rizzolo (Statistics Canada), **Christophe Dzikowski (INSEE), Adrian Dusa (RODA),** **Jared Lyle (ICPSR & DDI Alliance), Jennifer Zeiger (ICPSR),** Catharina Wasner (GIGA), **Hayley Mills (CLOSER)**, Kaia Kulla (Statistics Estonia), **Lucie Marie (CDSP)**, Arofan Gregory (Consultant), **Catherine Yuen (University of Essex), Dan Gillman (US BLS),** Hilde Orten (SIKT), **Kathryn Lavender** (ICPSR)

Apologies : Kaia Kula, Hilde Orten

Chair : Alina Danciu

Previous meeting notes

Agenda

1. **Icebreaker** (everyone please think of a 2023 accomplishment and a challenge linked to your work in this group). List of TWG accomplishments available [here](https://docs.google.com/document/d/1iDCI-K45vnTlBahqhxd6AwW63acoUVOn5aPFKA6fE28/edit).

Welcome to Irene - ekorak@essex.ac.uk from the University of Essex! With her colleague Nicole - njames@essex.ac.uk, they will be joining at least a meeting of each subgroup before deciding which they want to join. This will be a new general rule for all new members : getting to know the subgroups before deciding which one they want to join.

Accomplishments listed by the group included: working on and publishing specific slide decks, being part of a supportive group, charing, talking with users, as well as personal achievements.

Challenges included: the amount of work we want to achieve, chairing and the amount of time we can contribute.

1. [**The EDDI side meeting**](https://docs.google.com/document/d/1N6YP_fG8ToihnjEqC_u2EN8WSt7n0vB9/edit?usp=sharing&ouid=102857415366317006266&rtpof=true&sd=true) : quick feedback and actions (Kathryn)

A new approach was decided : if we don’t find volunteers for a specific project/action/idea, then it won’t be able to be done. The minutes are linked above and were sent to the whole group in December, by Kathryn. A successful face to face meeting - let’s meet again face to face soon! Thanks Katrhyn for organising!

**Tasks from side meeting (see link above for full context):**

* (**pending tasks**) Kathryn - Complete project charge for 2024 deliverables for the DDI TG
	+ The chairs will plan to create a list of tasks which could inform this project charge
* (**pending mandates updates**) Whole TG task - Hold a group discussion about the mandates
* **(half done)** Identify new TG chairs
* **(TBD, awaiting new chair)** Consider new process for webinars
* TG should consider creating training which is focused on other DDI products e.g. SDTL, SKOS
* **(Done)** Jared - Update website to reflect cost of trainings and use of materials
	+ Long term potential task: Create criteria on what training is free and what incurs a cost (could depend on how likely they are to take up DDI and how likely they are to contribute back to the community)
* **(in progress)** TWG chairs will create a list of marketing group tasks and discuss with Flavio, then share with the TWG
* Potentially plan to promote the user email list
* Arofan will pick up sharing the Getting Started sub-group and actions:
	+ **(drafted)** Create a list of audiences and products as they emerged from discussions in the "Getting Started" website discussion, so that we can identify potential audience paths for trainings (curriculum based on user type)
	+ List of products
	+ Arofan will revise the text on the getting started page
* **(pending org of youtube**) Arofan will look into adding CODATA webinar videos to the DDI youtube channel with groupings (only 4 videos currently; 14 in CODATA ). Will need to be discussed with CODATA in relation to the initial agreement about where videos are added.
* Arofan to share any materials that were used as a basis for future hands-on training template.
* Adrian volunteered to work on instructor led video training (modules). Potential ACTION: Further discuss the need/priority of short-video content for Youtube, Starting with “How to mark up DDI-C in R”
1. **End of Alina and Hayley's mandate** - new chairs (Alina)

Alina and Hayley’s mandate is over. Alina will step down and **Kathryn is taking over. Hayley continues for six months.** Please note that we will be looking for new chairs in six months.

1. New approach for 2024 (Alina and Hayley)

As discussed several times with the whole group and in the chair’s meetings, this group does a lot. Sometimes the gaps need to be filled by chairs and other people, which can be a lot. For 2024, Alina and Hayley decided to have new and more focussed subgroups:

* **Slide review** (e.g. create and review slides, add to Zenodo and monitor downloads, translations) - new chair needed
* **Training opportunities** (e.g. identify and apply to conferences to carry training – spending budget) - Jennifer volunteers
* **Requests** (e.g. agree boundaries around requests, organise training for requests and monitor requests) - Jennifer volunteers
* **Getting started pages** (one off to create new page) - Arofan
* **Webinars** (e.g. plan and organise webinars) - chair needed

Jared asks how the community needs are taken into account for the webinars and slide-decks. Jennifer mentions the feedback surveys sent to webinar participants, which were taken into account when deciding topics. Hayley mentions the slide-deck list put together after the 2018 Train the Trainers event in Dagstuhl, plus webinars and the gap analysis subgroup. Kathryn stated that when this first list is complete, we will need to plan for the next topics and can take into account user needs/feedback..

ALL - if you would like to chair a subgroup, get in touch with Kathryn and Hayley.

1. **Pending actions** (for context, please refer to the [November 2023 minutes](https://docs.google.com/document/u/0/d/1TkMpTwuXsuIufFwHkC8oeGenPsMMN2Gz-ZnhdlylylA/edit)) (ALL)

**Webinars**

**Send the** [2024 DDI Webinar Series Porposed Topics](https://docs.google.com/document/d/1Gdts-Goc4oWunnN87WT_QU4yQETybbHwLZfBkKJWtGQ/edit)to the SB and get approval - **DONE**

**ACTION**: alina.danciu@sciencespo.frto check if link to the webinars on DDI Alliance website & if a Zenodo webinars collection exists. - TO BE DONE

**ACTION**: zeiger@umich.eduto put together a link tree to point people to the introduction webinars which have been recorded - I’ll check that it’s possible using ICPSR resources. Assuming it is, I’ll create one. (JZ) TO BE DONE

**Conferences**

**ACTION** Alina and Jennifer - contact COSMOS organisers and see if a training is possible - **DONE**

Two side events are organised, organisers finally don’t seem interested in training.

**ACTION:** Hayley Millsto write to Kaia, Dan, Christope, Flavio and David Salgado to see if anyone is interested in organizing a workshop at the “International Association for Official Statistics Conference” in Mexico City. - There was no interest, and so an abstract was not submitted - **DONE**

**IASSIST 2023 - Poster submitted for training materials that got accepted.**

**Training materials**

**ACTION** : Arofan (ilg21@yahoo.com) to get in touch with Kathryn regarding slides from CV webinar held. Is a new CV webinar needed to provide more comprehensive content?

Kathryn makes a note to Arofan when the subgroups works on the CV slide-deck. Sanda Ionescu sent materials to the slide review subgroup

**Next meeting**: taking place on the first Tuesday of March.The note taker is Arofan, if we respect the usual programming. Katrhyn sends out the invitation. In the meantime, the regular subgroup meetings take place at least once, so that the chairs can discuss the changes with the members. Kathryn and Jennifer worked on a document describing subgroup chair’s tasks. Once it is finalised, the current chairs will share it to the whole group with a **call for chairs** for the subgroups that don’t have chairs. In parallel, a call for members for new subgroups will be sent. It is probably better to wait and have chairs first, but Kathryn and Hayley make the final decision.