# Scientific Board Operational Guidelines

*The Scientific Board should prepare operational guidelines in the following areas for the purpose transparency and codifying any normalized processes of the Scientific Board*

**Definitions**

*Add definitions as required for the understanding of this document*

**A. Purpose**

*Clarify specific aims and goals of the Scientific Board within the structure provided in the Bylaws*

**B. Organization**

*Internal organization*

*Details of specific procedures such as the disposition of working group proposals*

**C. Elections**

*Internal voting procedures for Chair and Vice-Chair within the structure provided in the Bylaws*

*Internal decision making process for other decision making areas*

### **E. Roles**

*Suggested for inclusion:*

1. Member organizations will be asked to nominate one or more persons to the following roles - Member Representative, Scientific Representative (as before) and Technical Contact (new).
2. The Member Representative serves as the primary contact to the DDI Alliance in general and especially the Executive Board for organizational questions.
3. The Scientific Representative serves as the contact person for the Scientific Board and related workgroups especially for questions on requirements and future directions.
4. The Technical Contact person is a new role which serves as the contact for the Technical Committee to give inputs to technical implementations of the standard
5. All of these roles are invited to the annual meeting where the Executive Board and Scientific Board report to the whole Alliance.
6. The Technical Committee, as a permanent standing committee, reports as a part of the Scientific Board report.
7. During the year all of these roles can be called upon by their respective higher level group (Executive Board, Scientific Board, Technical Committee) to participate in virtual meetings or invitations to working groups
8. Scientific Representative within the Member Agency should be designated to provide support and/or input to the Scientific activities of the Alliance. Scientific Contacts should express knowledge in one or more of the following areas:
	1. expert understanding of metadata and what it can do
	2. working knowledge of statistical life-cycle and survey methodology
	3. knowledge of future directions in statistical analysis
	4. working knowledge of experimental design
	5. working knowledge of some other (outside social science) data domains
	6. understanding of new data representation techniques
	7. knowledge of data infrastructures
9. Technical Contacts within the Member Agency should be designated to provide support and/or input to the technical activities of the Alliance in the following areas:
	1. Implementation of DDI and other metadata management on a technical level
	2. Modeling in various representations (UML, XML, RDF, JSON, etc.)
	3. Technological changes in data and metadata storage and access
	4. Preparation of technical documentation for implementers of DDI
	5. Technical testing of DDI products and development work