DDI Alliance Executive Board Meeting
30 November 2017

Present: Bill Block, Cathy Fitch, Maggie Levenstein, Jared Lyle, Steve McEachern, Dana Mueller, Barry Radler, Joachim Wackerow

Alliance leadership

a) Proposal to move annual meetings -- After the September 2017 Executive Board discussion about moving annual meetings from IASSIST conferences to the annual DDI user conferences (EDDI and/or NADDI), Jared sent a poll to the Alliance membership (both member representatives and Scientific Board representatives) to gauge support. The Board discussed the survey results (see attached). It was noted that the survey response rate was low (13 total responses), which makes it difficult to generalize the findings. It was also noted that nonresponses can be interpreted as not wanting to change the current meeting arrangement. The Board decided to hold off making changes and reopen the discussion at the annual meeting of members in May. When revisiting, the Board should consider recent annual meeting attendance statistics.

Moving Forward project and Strategic Plan

a) Strategic plan 2017-20 – As a follow-up to the Dagstuhl workshop, Steve, Maggie, and Chuck are drafting a document of strategic priorities, which includes three high-level goals: standards, community, and Alliance organization. Steve would like to use the next Executive Board meeting to circulate and discuss the first draft. The goal is to present and get community input about the strategic plan at NADDI in April, as well as to discuss and get formal approval at the May annual meeting of members. The Board also discussed presenting the draft plan at EDDI next week, although several members voiced concern that the plan is still in outline form and it is too early to talk about the plan in depth. The Board decided not to present the draft plan for community input at EDDI.

b) DDI 4 prototype release – Steve reported that the new Advisory Committee, comprised of Steve (Executive Board Chair), Achim (Scientific Board Chair), Wendy (Technical Committee Chair), Jared (Executive Director), and Kelly (Project Manager), is meeting biweekly to track progress and ensure deadlines are met. The Board also reviewed a draft of the prototype release executive summary.

c) Communicating the prototype release – The Board reviewed a proposed message to the community communicating the prototype release. Concern was expressed about which date to use as the deadline for the prototype release, especially since we do not want to overpromise or underdeliver. After considerable discussion, the Board decided to use "mid-2018" as the deadline. The Board also agreed that if not all components planned for the prototype release make the deadline, we can communicate those components that are not yet ready. A question was raised about language in the letter: "The Alliance

continues to support, develop, and encourage the adoption of these specifications."
Specifically, will users question which products they can use, and will they think they can
use any of the products? Barry said that the language was intentional, users will be able
to use any of the DDI work products, and that the strategy is to couch the DDI 4 release
within the broader DDI line. This led to a proposal to use the work product names (e.g.,
DDI Codebook) rather than numbers, since sequential numbering implies phasing out of
earlier versions. It was proposed to hold off on the naming discussion due to time
constraints.

d) Staffing
   a. Semantic Web consultant – The consultant has been sent an agreement for
      review. We are awaiting his approval and signature. The consultant did
      participate in the first week of Dagstuhl in October.
   b. Project manager for DDI 4 – At Dagstuhl, the Executive Board members
      approved the hire of Kelly Chatain as project manager for the prototype DDI 4
      release. The position will run for one year (November 2017 through the end of
      October 2018). The Board will evaluate the position near the end of the one-year
      period.
   c. Barry suggested the Alliance look to hire a part-time marketing manager after
      DDI 4 is ready. He noted that a lot of money has been spent on research and
      development, and that the Alliance should now spend resources to promote DDI
      2, 3, and 4. Maggie encouraged viewing this as both marketing and outreach,
      including promoting tool development.

Other

1. Proposed DDI Train-the-Trainers workshop – Achim discussed a proposal to organize a
   Train-the-Trainers workshop September 24-28, 2018 that is part of the GESIS workshop
   program. Participants would create modular, openly-accessible training materials
   suitable for multiple audiences. The content would cover DDI Codebook, DDI Lifecycle,
   and ideas of DDI 4. The workshop would build training capacity within the Alliance
   (especially important as past core trainers are not always available) and spread the DDI
   message to a larger audience. Achim is proposing that the Alliance supports the
   workshop financially by paying the workshop fees for all participants with the condition
   that each participant teaches one tutorial in the following year. Achim is also proposing
   the Alliance offers two stipends for travel and accommodation support for participants
   who do not have the support of their institutions. Total requested financial support is
   8,850 Euros. Several Board members voiced support for the workshop. One member
   who voiced support encouraged the Alliance to be strategic in providing financial
   support, as well as emphasized that the Alliance should desire people at the workshop
   whose institutions support their participation. Because the full proposal, including the
   financial request, was not provided in sufficient advance time for the Board members to
   review, the Board will postpone voting on approving the requests until the December
   meeting.
2. The Alliance was invited to attend the [2017 Workshop on the Modernisation of Official
   Statistics](), held in Geneva 22-23 November 2017. Franck Cotton (INSEE) represented

the Alliance at the workshop. Jared and Achim will speak with Franck at EDDI about the workshop outcomes. The Board noted the importance of Alliance participation in and communication with multinational agencies to insure the DDI standard is understood by and fits into other standards.

Future Agenda items

1. Budgeting for Fiscal Year 2019 (July 2018-June 2019) and beyond
2. Membership engagement and retention
   a. Revenue model
   b. Membership benefits

Future Calls

- 20 December, 2-3pm EST
- 18 January, 2-3pm EST
- 7 February, 2-3pm EST

results from survey of Alliance membership about moving DDI annual meetings

1 message

Jared Lyle   Sun, Oct 22, 2017 at 4:15 PM
To: DDI Executive Board

Dear Executive Board members,

During our last call, we discussed the proposal to move DDI annual meetings (both the meeting of members and the Scientific Board meeting) from IASSIST conferences to the annual DDI user conferences (EDDI and/or NADDI).   Board members suggested polling the Alliance membership (both member representatives and Scientific Board representatives) to gauge support.

We emailed the membership two weeks ago (invitation text is below). Thirteen responded. The results are attached.

Jared

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Dear DDI representatives,

The DDI Alliance holds several official meetings each year, including the Annual Meeting of Member Representatives and meetings of the Scientific Board. Traditionally, these meetings have been held annually in connection with the May IASSIST (International Association for Social Science Information Services and Technology) conference.

We are exploring the potential for changing the location of these meetings so they are held in connection with the two major DDI user conferences occurring each year (EDDI and NADDI). We would appreciate your input on the idea and possibilities. Can you please take a few minutes and respond to this very brief survey?

Follow this link to the Survey:
Take the Survey

Or copy and paste the URL below into your internet browser:
https://umich.qualtrics.com/placeholderURL

Thank you,
Jared

Jared Lyle
Director, DDI Alliance
ICPSR, University of Michigan

📄 **DDI_meetings_report.pdf**
71K

Default Report

Q2 - The European DDI (EDDI) User Conference is held in early December at different European cities. If the Annual Meeting of Member Representatives were to meet in connection with the annual EDDI User Conference, would you attend?
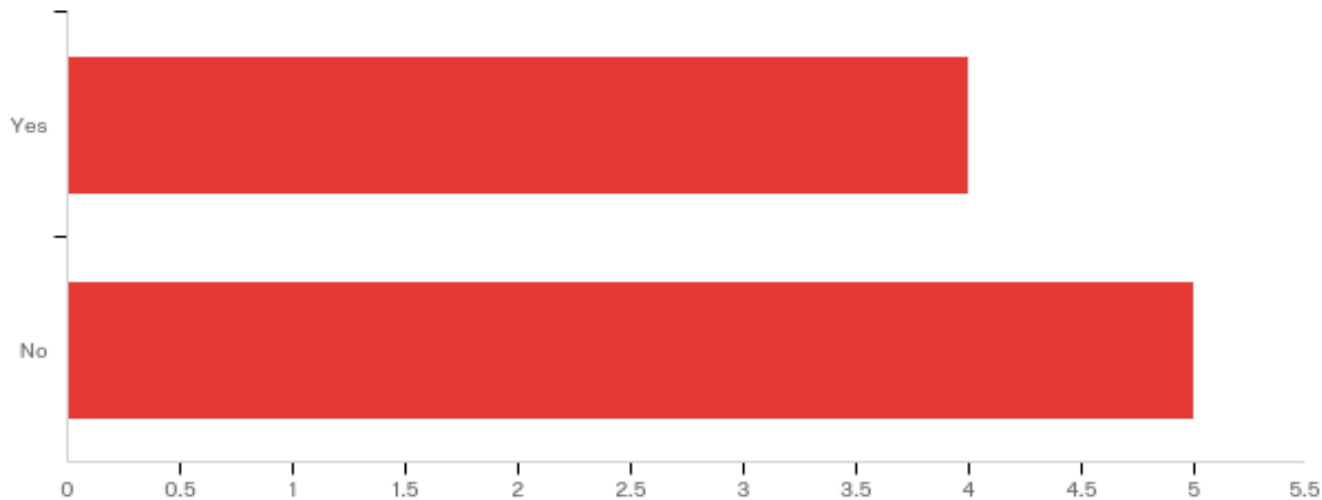

#	Answer	%	Count
1	Yes	72.73%	8
2	No	27.27%	3
	Total	100%	11

Don't Know (please elaborate)

Don't Know (please elaborate)
Depends on getting travel funding from my institution
This would be difficult, as I am already travelling from Australia to Europe each October for the Dagstuhl DDI workshops

Q3 - The North American DDI (NADDI) User Conference is held in early April at different North American cities. If the Annual Meeting of Member Representatives were to meet in connection with the annual NADDI User Conference, would you attend?
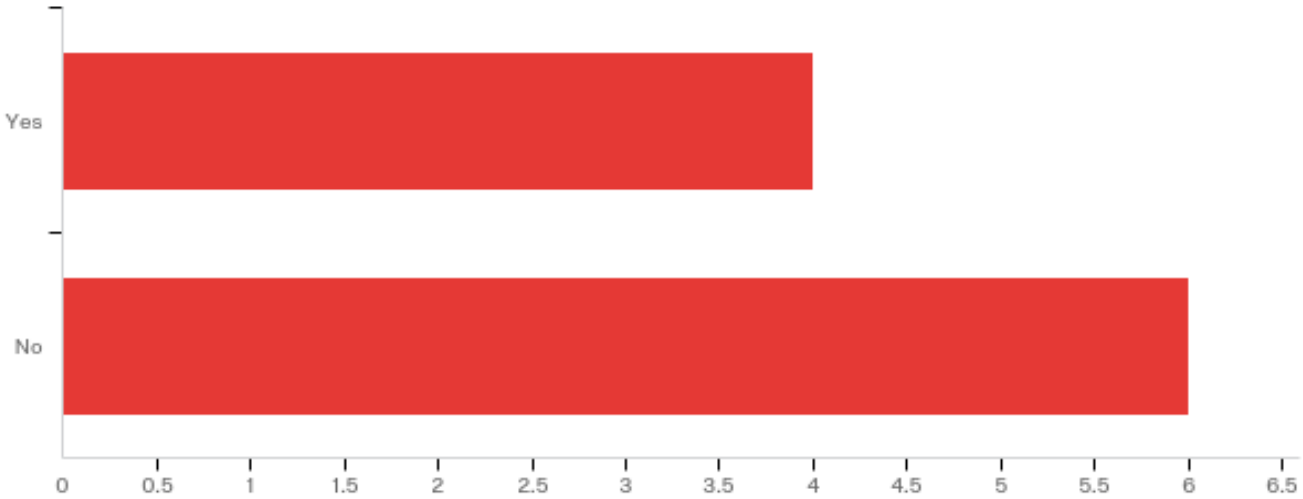

#	Answer	%	Count
1	Yes	44.44%	4
2	No	55.56%	5
	Total	100%	9

Don't Know (please elaborate)

Don't Know (please elaborate)
Probably not, but might attend, would depend on funding possibilites etc.
I don't always attend NADDI.
Depends on getting travel funding from my institution
Also difficult, as I will generally travel from Australia to Europe or North America for the IASSIST conference in May

Q4 - Would you prefer that the Annual Meeting of Member Representatives was rotated annually among IASSIST, EDDI, and NADDI?
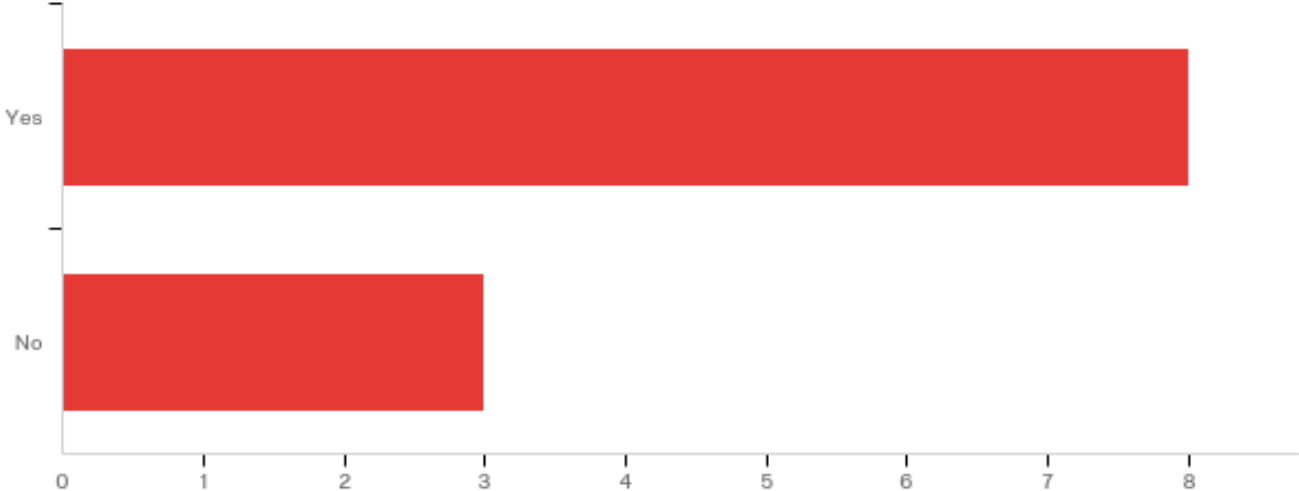

#	Answer	%	Count
1	Yes	40.00%	4
2	No	60.00%	6
	Total	100%	10

Don't Know (please elaborate)

Don't Know (please elaborate)
Not able to regularly make EDDI, no difference between others
For member meetings you get half the people at one and half at the other...how is this a members meeting?
See comment below

Q5 - If the Scientific Board were to meet in connection with the annual European DDI (EDDI) User Conference, would you attend?
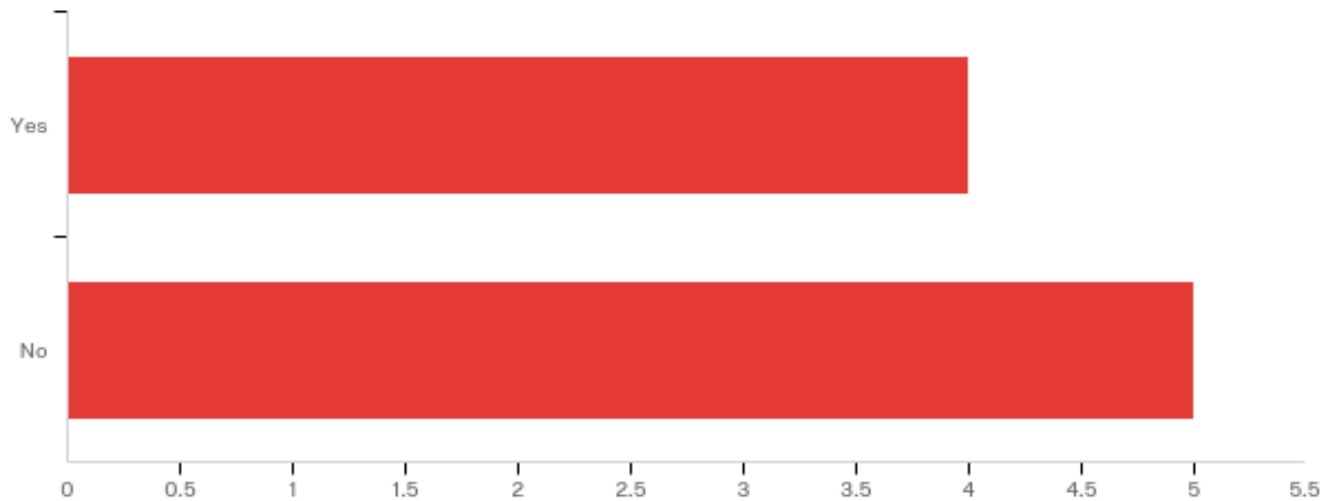

#	Answer	%	Count
1	Yes	72.73%	8
2	No	27.27%	3
	Total	100%	11

Don't Know (please elaborate)

Don't Know (please elaborate)
Depends on getting travel funding from my institution
Could possibly attend periodically

Q6 - If the Scientific Board were to meet in connection with the annual North American DDI (NADDI) User Conference, would you attend?
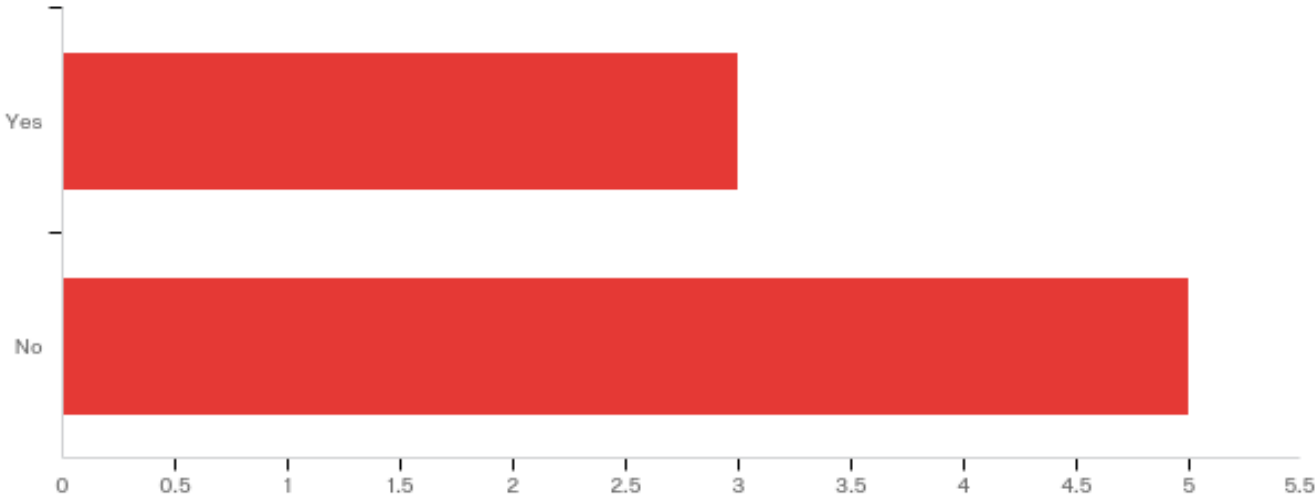

#	Answer	%	Count
1	Yes	44.44%	4
2	No	55.56%	5
	Total	100%	9

Don't Know (please elaborate)

Don't Know (please elaborate)
Probably not, but might attend, would depend on funding possibilites etc.
I don't always attend NADDI.
Depends on getting travel funding from my institution
Could possibly attend periodically

Q7 - Would you prefer that the Scientific Board Meeting was rotated annually among IASSIST, EDDI, and NADDI?

#	Answer	%	Count
1	Yes	37.50%	3
2	No	62.50%	5
	Total	100%	8

Don't Know (please elaborate)

Don't Know (please elaborate)
Prefer keeping Annual & Scientific Board together, wherever it happens.
See comment below
Don't mind about this, but could probably make this periodically

Q8 - If you would like to provide written feedback about the possibility of changing the location of DDI Alliance meetings so they are held in connection with the two major DDI user conferences, please do so here.

If you would like to provide written feedback about the possibility of chan...
Having the meetings in connection with EDDI user conferences is a good idea. I would prefer meetings in connection with EDDI but understand that it would not be ideal for all members. Instead of rotation between conferences it might be best to find an optimal rotation between continents (N. America and Europe).
I don't think it's a good idea to change the venue for the DDI Alliance meetings. The reason is that most people in the Representatives committee as well as the Scientific Board will typically attend IASSIST, while the attendance at EDDI and NADDI is always lower, and split between European and US/Canada members. I think securing the highest possible attendance level at the annual Alliance meeting is a priority, especially as it is only held once a year. Virtual communication (typically email) does not secure people's attention to the same degree.
I think it would be better to separate the Members Meeting and Scientific Board meetings. Do members at IASSIST and Scientific Board at EDDI/NADDI. It would not be bad for that group to meet twice a year. If you alternate you'll get half at each meeting and they are very different sets of organizations.
In principle, rotation is good. If IASSIST is much more widely attended than the other two meetings by Alliance members, however, in practice the arrangement is OK "as is". If attendance would drop at EDDI and NADDI, maybe look at more support for remote participation rather than a change in venue (possibly including topical discussions before and after before the meetings themselves)
If the location will rotated anually among IASSIST, EDDI and NADDI then there will be different time periods between those conferences. NADDI is in April, IASSIST is in MAY/June and EDDI is in December. It might be easier to have one conference each year at the same time.
The rotation of the meetings is more difficult for those travelling from Asia and the Southern Hemisphere - if we attend EDDI or NADDI, we are probably unable to attend IASSIST or a Dagstuhl workshop (and vice versa). The financial and time costs, and the strain on health and family relationships, limit me personally to 2 trips at most.
Though I normally join all meetings my preference would be to combine both meetings with EDDI. NADDI is too small and we move more and more away from IASSIST.