DDI Alliance Executive Board Meeting
17 April 2019

Present: Bill Block, Maggie Levenstein, Jared Lyle, Steve McEachern, Barry Radler, Joachim Wackerow

FY2020 Budget

The Executive Board discussed the Fiscal Year 2020 (July 2019-June 2020) budget (see Appendix 1), including requests from the Scientific Board, Technical Committee, Marketing Working Group, and Training Working Group (see Appendix 2).

If all budget requests were to be approved, total expenses would exceed revenue by approximately $62,112. This would leave the Alliance with an estimated ending fund balance of $114,175. Of that ending fund balance, approximately $10,000 are committed reserves from NADDI conference surpluses.

The Board needs another call to finalize discussion and vote on the budget. Board members should review materials beforehand and decide what their ideal distribution of funds looks like.

Jared will schedule a follow-up meeting to be held in two weeks.

Grant Opportunity

Steve distributed an NSF solicitation (https://www.nsf.gov/pubs/2019/nsf19520/nsf19520.htm) and requested the Board discuss it at the next meeting.

Appendix 1

Draft FY2020 (July 2019-June 2020) budget

					Notes	
Total Revenue				$105,500	*Notes*	
Expenses					Currency used is USD	
Staff Salaries				$32,764	Red denotes fixed expenses	
Research Supplies & Services				$1,848	*Italics* denotes proposed expenses	
		GoToWebinar	$948			
		Google Cloud	$600			
		Wire and card fees	$300			PARTICIPANTS
Alliance Travel and Hosting				$3,000		
		Annual meeting hosting	$1,000		ORGANISATION	
		Meeting attendance (e.g., UNECE)	$2,000		COMMUNITY	
Scientific Board				$80,000		
		DDI tutorials and workshops at conferences	$15,000		TRAINING, MARKETING	
		Project management	$20,000		ORGANISATION	
		Acting Committee of Scientific Board	$7,000		ORGANISATION	5 + 2
		DDI 4 Core sprint - Dagstuhl	$12,000		STANDARD	6
		DDI 4 Extensions sprint - IASSIST 2020	$10,000		STANDARD	8
		Interoperability of Metadata Standards 2019 workshop	$6,000		STANDARD, COMMUNITY	6
		OWL/RDF consultant	$10,000		STANDARD	
Technical Committee				$17,000		
		Technical Committee Face-to-Face Meeting	$17,000		ORGANISATION, STANDARD	10
Marketing				$13,000		
		Gather feedback from DDI membership	$13,000		ORGANISATION, COMMUNITY	
Training				$20,000		
		Training library editor	$20,000		TRAINING	
Total Expenses				$167,612		
Revenue Over/(Under) Expenses				-$62,112		
Ending Fund Balance		(FY19 budget forecasts $176,287 balance, with $9,985 committed)		$114,175		
This draft budget includes all requests submitted by the standing committee and working groups						

Appendix 2

DDI Alliance
Proposals for Selected Activities and Related Budget Requests
Financial year 2019/2020

Joachim Wackerow, Chair of the Scientific Board, 2019-04-15

The proposals comprehend the areas of DDI training, project management, a new acting committee of the scientific board, and DDI 4.

DDI Training

DDI Training Library

The work on a general purpose DDI Training Library has started in the Train-the-Trainers workshop in Dagstuhl 2018. The goal of the training library is to provide consistent and appealing teaching material. It should cover all relevant areas, follow a version-agnostic approach, and provide version-specific details.

The training library should form the basis of teaching tutorials to multiple audiences like tutorials in the margins of conferences or workshops in summer schools. It should be also the basis of online training material.

The current training library has still gaps in terms of covering all relevant areas and has limitations regarding content consistency and look-and-feel of the slides.

Organizing and editing work is crucial to achieve the described goal. This work should be done by a paid person. Volunteers can help in providing material for missing areas.

DDI Tutorials

In terms of maintaining a good user base and increasing the use of DDI, it is important to provide a continuous offer on DDI tutorials. The tutorials should be taught in the margins of conferences where the audience might be interested in DDI. It is even more important in terms of outreach to provide this at conferences where the audience is not really aware of DDI but might be interested. Examples are survey methodology conferences like ESRA and RC33 but there are much more opportunities. Furthermore tutorials should be taught at summer schools of empirical social sciences. Examples are the ICPSR and GESIS summer schools. It seems to be important to support travel and accommodation of interested instructors. The details on how to offer these possibilities (yearly tutorial plan, tender for instructors) need to be determined.

Some conferences were sponsored in the past by the DDI Alliance in a general way as a form of outreach and marketing. This money could be used in a more focused approach for DDI tutorials. This way, both goals – outreach and training – could be achieved.

Budget Request
- Training library: paid person for organizing and editing work, 20000 USD
- Tutorials: travel and accommodation support, 15000 USD

Project Management

Project management seems to be important when looking on the various not well coordinated activities of the DDI Alliance. This would assure that the activities are made in a consistent way following a plan which the Scientific Board and Executive Board agreed on.

- Paid person for project management: 20000 USD.

Acting Committee of the Scientific Board

The vice-chair of the Scientific Board, Ingo Barkow, and the chair propose to create an Acting Committee of the Scientific Board as a standing committee.

According to the bylaws, the Scientific Board is the scientific and technical body of the Alliance. It is composed of Member and Associate Member Organization Designated Representatives. It represents the level between the working level of the Sub-Committees (like the Technical Committee as standing committee) and Working Groups on specific topics, and the steering level of the Executive Board which is responsible for setting the overall policy and budget for the Alliance among other tasks.

The experience shows that the current set up - a Scientific Board of approx. 40 member representatives with the two elected chairs – has limited impact regarding the described role of the Scientific Board.

The proposal is to create an Acting Committee of the Scientific Board whose members are elected by the all members of the Scientific Board. Chair and vice-chair could be the elected members with most of the votes. Additionally, external assigned members should be part of this Acting Committee to assure additional perspectives from a larger community. The role of these external experts is inspired by the idea of a Scientific Advisory Board (SAB). This approach avoids inventing an additional committee like a SAB.

The Acting Committee should be formed by five elected member representatives and two external advisory experts.

The Acting Committee should meet monthly in a conference call. The Acting Committee should meet once the year in a face-to-face meeting (like one day). The face-to-face meeting should be in the margins of one of the conferences which are relevant for DDI like IASSIST, EDDI, and NADDI.

The details need to be discussed and agreed in the next couple of months. A related change of the bylaws might be required.

Budget Request

- Face-to-face meeting
    - Accommodation support for all members of the Acting Committee for one or two nights
    - Possibly travel support for the two external advisory experts

DDI 4

DDI 4 Core

The work on DDI 4 Core (conceptual, data description, process) is ongoing in the MRT group (Modeling, Representation, and Testing). The release of DDI 4 Core is roughly planned for the end of 2019. A second sprint (after the NADDI sprint) is important to support this work. A sprint is planned in Dagstuhl, Sep 30 – Oct 4, 2019.

After the release of DDI 4 Core, it is planned to add additional areas like data capture, provenance, and qualitative. The kind of additions needs to be determined. A related sprint could be organized in the margins of the IASSSIST conference 2020 in Gothenburg.

Interoperability of Metadata Standards

A second workshop on "Interoperability of Metadata Standards in Cross-Domain Science, Health, and Social Science Applications" is planned in Dagstuhl, Oct 7-11, 2019. The workshop is organized again together with CODATA (Committee on Data of the International Council for Science). This workshop builds on the outcomes of the first Dagstuhl meeting in 2018, further exploring how metadata standards can best support interdisciplinary research projects. To achieve the intended objectives and to build on last year's work, there will be a shift in emphasis. The 2018 event identified commonalities between several relevant standards, charting a direction for future work. The focus in 2019 will be more technical, looking at detailed aspects of identified approaches, and with specific examples provided in the outputs.

This activity has the goal to establish DDI 4 in a cross-domain context. It makes sure that DDI can have a larger community in the ongoing development of data science. It assures also that DDI is not developed in an isolated environment. Furthermore, it can be understood as an outreach activity in terms of getting in touch with a wider metadata community beyond the traditional DDI archive and survey community.

OWL/RDF Representation

The OWL/RDF representation of the DDI 4 model is an important goal of DDI 4. This work was planned in two steps, first step are the rules on the transformation and the creation of a related tool, second step is the integration of established RDF vocabularies in the DDI 4 OWL/RDF representation. This is common practice in the Semantic Web and will assure that DDI 4 can be well received in the Linked Data community. The first step was achieved by the work of a paid consultant in 2018.

The second step – integration of established RDF vocabularies – is the next planned task in collaboration with a consultant.

Budget Request

- DDI 4 Core sprint at Dagstuhl 2019: travel/accommodation support for approx. 6 people
- DDI 4 sprint at IASSIST 2020: travel/accommodation support for approx. 8 people (most people will need only accommodation support assuming that they are anyway present at the IASSIST conference.
- Interoperability of Metadata Standards 2019: travel/accommodation support for approx. 6 people (4 people are crucial for both events, the travel cost would then exist only once when these people attend both workshops)
- OWL/RDF Representation: integration of established RDF vocabularies, consultant, 10000 USD

Proposal for face-to-face meeting of Technical Committee in 2019
Submitted 2019-04-05

TC is currently wrapping up 3.3 and XKOS for publication. We will then turn to Codebook to address issues filed in past few years, most relating to better alignment with DataVerse usage of DDI-Codebook. We are also working on the preliminary shift to COGS as a production platform for all DDI specifications. This will result in a fully automated production process and improve implementer access to development versions for testing purposes.

Most of this work is anticipated to be complete by the end of September which allows TC an opportunity to come together, review our current processes, and develop proposals to the community on the following topics:

- where we are with COGS, what needs to be done in terms of DDILIFE, DDI Codebook, DDI4 and how to support community involvement in development and testing
- a discussion about things in the road map - a face-to-face on Codebook 2.6 and other roadmap issues / alignment with GSIM / RDF serialization that can mix and match
- alignment of versions of DDI

We are not committed to a specific time or place, only to finding the most economically feasible option. We checked availability of members and the second half of October seemed to be the earliest possibility. Early 2020 is also a possibility.

There are currently 12 members of TC, not all of whom are active depending upon the topic of the discussion. If we are covering further Codebook development, we would also consider inviting Mehmood Asghar from the World Bank as they are a primary user of this product.

Costs are dependent upon location:

Transportation costs are similar for Europe and US given the split of location between our members. Hotel costs while individually higher in US would be lessened by locating the meeting in Minneapolis where 3 members reside and would require no transportation or housing support. Estimated costs if DDI supported all attendees would be $15,000-$17,000. Fewer attendees or institutional support of attendance would lower this cost. Co-occurrence with another event would also lower costs. All these issues would be taken into consideration when scheduling.

Per Person: 10 persons (European location):

		European	North American	Total (5 each)
Airfare:		$150	$1000	$5750
Ground Transport:		$100	$100	$1000
Hotel:	$120/night for 6 nights	$720	$720	$7200
M&I:	$60/day for 6 days	$360	$360	$3600
Total per person:		**$1330**	**$2180**	**$17550**

Per Person: 10 persons (Minneapolis *3 members live here):

		European	North	Total (5

		n	American	European 2 US)
Airfare:		$1000	$400	$5800
Ground Transport:		$100	$100	$700
Hotel:	$120/night for 6 nights	$720	$720	$5040
M&I:	$60/day for 6 days	$360	$360	$3600
Total per person:		**$2180**	**$1580**	**$15140**

Research Proposal for DDI Alliance (Tentative Plan)

The DDI Alliance Executive Board, working with the Marketing and Partnerships group, seeks feedback and input from the DDI community to inform the EB's decision-making with regard to the Alliance's goals and plans. With the recently-completed review of the DDI 4 Prototype the Alliance finds itself at a crossroads and its immediate goals, funding priorities and longer-term strategic plans should be informed by data.

Objectives: Provide the DDI Alliance input from DDI stakeholders about practical and strategic directions for the DDI standard and its work products. Key questions addressed will be:

- What are key metadata management needs of Alliance members and community?
- Why or how are Alliance members and community using DDI?
    - To what extent do current products suffice?
    - What characteristics or functionality would improve DDI work products?
    - What products, support, or promotion will best increase adoption and use of DDI?
- How should the Alliance prioritize limited resources and efforts?
    - How much effort to devote to development of new products?
    - How much effort to devote to support and improvement of existing products?

Approach: Previous attempts at gathering feedback via broadly-distributed web surveys have resulted in limited response and thus inadequate data from DDI stakeholders. This project seeks to proactively solicit qualitative and quantitative data from the DDI community, engaging with individual members or organizations on a case-by-case basis. The results from these largely qualitative interviews will be used to design content for a more quantitative survey research project.

> Design, Sample, and Fieldwork: Conduct in-depth, structured interviews (about 1 hour) with DDI Alliance members (organizational representatives and other key personnel). Interview will include a mix of open-ended questions to engage dialogue and typical survey measures to facilitate quantification and comparison. Member representatives and other sample participants will be individually contacted to schedule an in-person or online interview. Interviews will be recorded and transcribed while other survey measures will be recorded in a dataset. Dues-paying Alliance members are the key sample, but individuals/organizations (TBD) otherwise involved in supporting, using, or developing software and tools based on DDI will be included.

> Unit of analysis = organization. Target N = 40-50.

Deliverables: Qualitative analysis of textual responses to the interview will be analyzed via applicable software and summarized for themes or valuable insights. Descriptive statistics of the quantitative measures will be provided. It would be great to employ DDI wherever possible in conducting this research.

Timeline: This project is likely to take the better part of a year to complete with the majority of the effort dedicated to soliciting, scheduling, and securing participation from stakeholders. The following assumes 40-50 completed interviews and does not consider time or costs associated with a followup survey.

- Instrument/interview design: 10-15 hours
- Fielding and data collection: 100-125 hours
- Transcription and analysis: 75-100 hours
- Report writing: 20-25 hours
- TOTAL: ~ 200-260 hours

Costs: Primary costs (TBD) are for data collection, analysis, and report writing. Assuming all work was conducted by a consultant charging $50/hour, this project would cost between $10,000 and $13,000 based on the timeline estimates. Engagement of members of the EB and Marketing group in all phases of this research is assumed but the Alliance should also seek consultation (paid and unpaid) via call outs of its community, of which there are numerous research organization and relationships. The Marketing group would earmark a large proportion of its 2020 budget to the conduct of this research.