

DDI Alliance Executive Board Meeting

3 May 2023

Present: Libby Bishop, Bill Block, Cory Chobanik, Cathy Fitch, Jon Johnson, Maggie Levenstein, Jared Lyle

FY24 Budget

Funding requests for FY24 (July 2023 - June 2024) were solicited in March and accepted from the DDI community (see Appendix C).

- Total requested and expected expenses FY24 = \$180,086 USD
- Projected revenue FY24 = \$94,500 USD
- Expected loss FY24 (if all funding requests are approved) = \$85,586 USD
- Estimated reserves balance at end of FY year (June 2024, if all funding requests are approved) = ~\$273,000 USD

Requests related to scientific or technical activities were evaluated in April by the DDI Scientific Board from the perspective of the Alliance Scientific Work Plan. Hilde Orten, Chair of the Scientific Board, summarized the Scientific Board's evaluation and recommendations in Appendix B.

The Executive Board reviewed all requests for funding, as well as recurring expenses for infrastructure and salaries. The Executive Board agreed with all Scientific Board recommendations related to scientific or technical activities, except for the Training Working Group's proposal for \$1,500 for Discount / waiver workshop fees (for DDI members). While the Scientific Board did not prioritize the Discount / waiver workshop fees for FY24 funding, the Executive Board views it as a worthwhile investment and approved it. Additionally, the Executive Board added \$5,000 to the marketing budget to allow for marketing and activities in FY24.

The Board members unanimously approved the FY24 budget (total expenditure of \$178,586 USD) as outlined in Appendix A.

The Board discussed how to improve budgeting next year and recommended that all funding requests detail how the funding activity: (1) relates to strategic objectives, and (2) builds community.

Selecting a Board Vice Chair

The Board needs a Vice Chair. None of the present members are available to serve as Vice Chair. Vice Chair selection will be discussed again after the annual meetings.

Appendix A

These are the FY2024 (July 1, 2023 through June 30, 2024) funding requests submitted by Alliance members as of April 27, 2023 and approved by the DDI Executive Board on May 3, 2023. A message was sent to the entire DDI community soliciting funding requests. The DDI Scientific Board evaluated requests related to scientific or technical activities from the perspective of the Alliance Scientific Plan, and then provided feedback about the requests to the Executive Board.

Expense Type	ITEMNO	Scientific Board Priority	Source	Activity	Individual Total	Requested Total	Approved Total
Recurring Expenses							
			Staff Salaries			\$45,000	\$45,000
	1	N/A		Secretariat staff salaries	\$45,000		
			Research Supplies & Services			\$6,456	\$6,456
	2	N/A		DDI Registry web hosting	\$900		
	3	N/A		Zoom virtual meetings	\$300		
	4	N/A		Mailchimp newsletter software	\$156		
	5	N/A		Marketing materials	\$5,000		
	6	N/A		Wire fees (estimate)	\$100		
			Alliance Travel & Hosting			\$4,000	\$4,000
	7	N/A		Annual meeting hosting	\$1,000		
	8	N/A		IASSIST conference sponsorship	\$1,000		
	9	N/A		Meeting attendance (e.g., UNECE)	\$2,000		
Funding Requests							
			DDI Secretariat			\$21,800	\$21,800
	10	N/A		DDI website migration	\$21,800		
			Dagstuhl Organiser's Group			\$9,700	\$9,700
	11	1		"DDI-CDI: Realising interoperable data services in the metadata ecosystem" Dagstuhl workshop			
	12	1		"Defining a core metadata framework for cross-domain data sharing and reuse" Dagstuhl workshop			
			DDI Developers Group			\$10,000	\$10,000
	13	1		Hackathon in Cologne, Germany	\$10,000		
			DDI-CDI Working Group			\$15,000	\$15,000
	14	1		Syntax Representations/Support for User Software Tools	\$9,000		
	15	2		External-Facing Face-to-Face Event	\$6,000		
			Technical Committee			\$38,630	\$38,630
	16	2		Infrastructure support	\$10,000		
	17	1		Administrative Data Workshop	\$11,680		
	18	1		Technical Committee Meeting	\$16,950		
			Training Working Group			\$27,000	\$21,000
	20	1 (for 2 workshops @ \$12k)		Funding for workshops (travel and fees)	\$18,000		
	21	3		Discount / waiver workshop fees (for DDI members)	\$1,500		
	22	1		Webinars	\$7,500		
			Scientific Board			\$7,000	\$7,000
	23	1		Scientific Board meeting in Bergen, Norway	\$7,000		
						Total:	\$184,586
							\$178,586
				ESTIMATED REVENUE		\$94,500	

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<i>Expense Type</i>	<i>ITEMNO</i>	<i>Scientific Board Priority</i>	<i>Source</i>	<i>Activity</i>	<i>Individual Total</i>	<i>Requested Total</i>	<i>Approved Total</i>
				SURPLUS / (LOSS) -- if all recurring expenses and funding requests are approved		-\$90,086	
				FORECAST FUND BALANCE (30 JUNE 2023)		\$359,000	
				PLUS SURPLUS/LOSS		-\$90,086	
				FORECAST FUND BALANCE (30 JUNE 2024)		\$268,914	
*Currency in USD.							
*Last updated 27 April 2023.							
<u>Scientific Board Priority Levels:</u>							
				Priority 1 - Strong recommendation that the funding request is prioritized for approval by the EB for the FY			
				Priority 2- Recommendation that the funding request is prioritized for funding by the EB for the FY			
				Priority 3 - Recommendation that the funding request is not prioritized for funding by the EB for the FY			
				N/A - Not reviewed by the Scientific Board (since not related to scientific or technical activities)			

Appendix B

Scientific Board recommendations for approval of DDI Alliance funding requests for the FY24

The Scientific Board has evaluated the incoming funding requests and provide recommendations for approval as specified in column F of the FY24 [budget request sheet](#).

The criteria of our evaluation are the following:

- Requests should be in line with the Scientific Work Plan
- Contribute to promotion of DDI, related to existing and new projects, addressing new audiences, networking etc.
- Contribute to the development of DDI products and to the work of the SB, TC and Working groups
- Contribute to tools development
- Funding requests that are likely to be realized within the FY24
- Over spending compared to the estimated revenue for the FY should be within a frame that can be justified. We see it as important for money to be spent for useful purposes.

Our evaluation is based on three levels:

- Priority 1 - Strong recommendation that the funding request is prioritized for approval by the EB for the FY
- Priority 2- Recommendation that the funding request is prioritized for funding by the EB for the FY
- Priority 3 - Recommendation that the funding request is not prioritized for funding by the EB for the FY

Partial funding is suggested for some activities

As shown in the [approved budget request sheet for the FY23](#), estimated revenue is \$94,500. The forecast fund balance by June 2022 was \$348,784, while the estimated loss was -\$65,877, from which about half was used. The forecast fund balance for June 30 2023 of \$282,907 is expected to be adjusted accordingly, and will again be over \$300,000. With this background we consider our recommendations on Priority level 1 and Priority 2 to be justified.

These are the funding requests related to DDI scientific and technical activities for FY2024 (July 1, 2023 through June 30, 2024) submitted by Alliance members as of April 10, 2023. A message was sent to the entire DDI community soliciting funding requests. The DDI Scientific Board evaluates requests related to scientific or technical activities from the perspective of the Alliance Scientific Plan, and then provides feedback about the requests to the Executive Board. A link to the full funding request description is also provided.				Scientific Board evaluation	Recommendation
Source	Activity		Total		
Dagstuhl Organiser's Group			\$9 700	The topics are forward looking addressing future needs related to CDI and cross-domain interoperability. Activities are in line with the Scientific Work Plan 2023 task CD-2, as well as the overarching goals of the SB that regards outreach and collaboration. Activities are planned in collaboration with CODATA, and supported by Schloss Dagstuhl	Priority 1
	"DDI-CDI: Realising interoperable data services in the metadata ecosystem" Dagstuhl workshop				
	"Defining a core metadata framework for cross-domain data sharing and reuse" Dagstuhl workshop				
DDI Developers Group			\$10 000		
	Hackathon in Cologne, Germany	\$10 000		The Gothenburgh 2023 Hackathon was a great success that also led to the formation of a DDI developers group. This is a great initiative and we recommend a follow-up in 2024 to be funded	Priority 1
DDI-CDI Working Group			\$15 000		
	Syntax Representations/Support for User Software Tools	\$9 000		Important to develop syntax representations and tooling around this new product	Priority 1
	External-Facing Face-to-Face Event	\$6 000		Important in relation to promoting this new product, getting new contacts etc.	Priority 2
Technical Committee			\$38 630		
	Infrastructure support	\$10 000		Contingency fund considered as important for the TC	Priority 2
	Administrative Data Workshop	\$11 680		This is an important topic prioritised by TC, additionally sponsored by CLOSER.	Priority 1
	Technical Committee Meeting	\$16 950		This is an important for the work planning of the work of the TC. Prioritised by t	Priority 1
Training Working Group			\$27 000		
	Funding for workshops (travel and fees)	\$18 000		This is a great initiative, as promotion of DDI is of great importance. For the FY23 10000 was requested. Check if this been spent? If not clarify with group if two rather than three workshops = 12000 would be enough?	Priority 1 for two workshops = \$12000
	Discount / waiver workshop fees (for DDI members)	\$1 500			Priority 3
	Webinars	\$7 500		The webinar series of the Training group has proved very successful reaching out to many different audiences. This is a great way of promoting DDI.	Priority 1
Scientific Board	Scientific Board meeting Bergen		\$7 000	This is important for the planning of the planning of work of the SB	Priority 1 - discuss amount with Jared
			Total:	\$107 330	
*Currency in USD.					
*Last updated 11 April 2023.					

Appendix C

The ICPSR Web Team has requested that the [DDI web site](#) be moved from the existing ICPSR-supported Drupal content management system (CMS) to a new vendor-managed web site using the Wordpress CMS. ICPSR is phasing out support for Drupal and has limited staff availability for continued DDI website support.

This new Wordpress website will feature a modern, highly-accessible, mobile-friendly responsive design. The proposed vendor, [Boxcar Studio](#), is a full-service web shop and also a strategic supplier for the University of Michigan.

Boxcar Studio's initial estimate to complete the project is \$18,800 for a total of 132 hours (\$150/hr). They expect to complete the project within 12 weeks from a mutually agreed start date. There is an additional \$3,000 recurring annual fee (8 hours patching + 12 hours for new work each year).

Scope of services will include:

- Home page redesign
- Design two interior page templates including basic elements like tabs, accordions, galleries. This “kitchen sink” will include a library of basic content layouts that can be used throughout the site.
- WordPress CMS setup and configuration
- Support for existing functionality:
 - News & Announcements: <https://ddialliance.org/news>
 - Forms -- e.g., <https://ddialliance.org/contact-us>
 - Publications database, with search and browse of the existing 1,000+ publications, plus added search functionality: <https://ddialliance.org/publications/search>.
 - Membership database, supporting adding and editing of members and their roles: <https://ddialliance.org/ddi-membership>
 - Glossary, supporting adding and editing of glossary of terms: <https://ddialliance.org/resources/ddi-glossary>
 - URL stability
- Added functionality
 - Events Calendar
 - Email Newsletter Integration
- Existing content migration
- ADA compliance testing
- QA testing
- Site deployment
- Training
- Maintenance

DDI Dagstuhl Workshops - Budget Request for the Financial Year 2022/2023

Dagstuhl organizers: Simon Cox, Arofan Gregory, Simon Hodson, Steve McEachern, Hilde Orten, Joachim Wackerow

Overview

The budget requested would fund DDI Alliance participation in the workshops at Schloss Dagstuhl for Fiscal year 2023/2024. It includes travel to a face-to-face WG meeting at Schloss Dagstuhl for application and further development of the DDI-CDI specification, and a cross-domain workshop which addresses DDI Codebook, DDI Lifecycle, DDI-CDI, and XKOS and how they fit into a broader set of specifications for FAIR implementation.

These events are co-sponsored by CODATA. Request for funding from the DDI Alliance is \$9,700.00.

Schloss Dagstuhl Workshops

There will be two workshops held at Schloss Dagstuhl in Wadern, Germany in 2023, one specifically focused on DDI-CDI specification development, and the other looking at a broader set of issues around cross-domain FAIR implementation. It should be noted that this second topic features DDI as a major component, and that some of those whose travel to Dagstuhl might be funded through this request would attend both weeks.

Specific topics have not yet been determined, nor the participants lists finalized. Description of the workshops can be found here:

“DDI-CDI: Realising interoperable data services in the metadata ecosystem”
(<https://www.dagstuhl.de/en/seminars/seminar-calendar/seminar-details/23393>)

“Defining a core metadata framework for cross-domain data sharing and reuse”
(<https://www.dagstuhl.de/en/seminars/seminar-calendar/seminar-details/23403>)

We are requesting travel funding for three Europe-based participants, and three participants who would have to travel further (from North America, etc.). European travel is estimated at \$1231.20 per participant, and non-European travel is estimates at \$1987.20 (see below). These estimates include the cost of room and board at Schloss Dagstuhl for one week. These workshops are subsidized by Schloss Dagstuhl – Leibniz Center for Informatics (free seminar rooms, €490.00 per participant per workshop/five days including full board). Participants whose travel is funded could include both members of the DDI Alliance working groups and outside experts invited to participate, such as implementers of DDI and representatives from other standards. Participants would be encouraged to obtain funding from their own institutions, but this is not always possible.

Workshop Goals and Focus

The DDI-CDI workshop will cover topics focused on better supporting user adoption of the specification, including refinement of existing features, consideration of requests for additional features, alignment with other standards, and mapping to other relevant DDI specifications (including DDI Codebook, DDI Lifecycle, and XKOS).

The second workshop will focus on the Cross-Domain Interoperability Framework (CDIF), which recommends the use of DDI-CDI for data description in all domains wishing to support the FAIR principles for exchange across domain boundaries, and involves DDOI Codebook and DDi Lifecycle as exemplary domain standards for SBE sciences, public health, and official statistics. This includes the coordinated use of DDI with other specifications such as Schema.org, DCAT, PROV-O, etc. CDIF is expected to be a major avenue for the adoption of DDI-CDI moving forward, and is produced in coordination with CODATA and RDA, and has attracted attention from other organizations concerned with FAIR implantation (e.g., EOSC Interoperability Framework, FAIR Impact). In this way, it offers a channel for collaboration between the DDI Alliance and other groups with shared interests.

Budget

The total budget request is for \$9700.00. This will support travel and accommodation costs for three participants based in Europe, and for three participants coming from North America. (The cost of flights is significant, so these categories are estimated separately.)

Our request is based on the following estimates:

Accommodation with full board in Dagstuhl	€490.00	1	€490.00
Hotel at Frankfurt airport	€150.00	1	€150.00
Flight in Europe	€450.00	1	€450.00
Flight transatlantic	€1000.00	1	€1000.00
Local transport at origin and destination	€200.00	1	€200.00
Total cost per person from Europe for Dagstuhl meeting			<u>€1,140.00</u>
Total cost per person from North America for Dagstuhl meeting			<u>€1,840.00</u>

With a conversion rate of 1.08 USD to 1 EUR*, the totals are as follows:

Per person (Europe-based): \$1231.20

Per person (North America-based): \$1987.20

For three Europe-based participants, and three North American participants, the total is:

3 European: \$3693.60

3 North American: \$5961.60

Total: \$9655.20, rounded up to \$9700.00.

DDI Alliance Budget Request for Fiscal year 2023/2024 : Hackathon 2024 in Cologne, Germany

Submitted by the DDI Developers Group

Overview

Thanks to the Hackathon 2023 the DDI Developers Group has finally been re-established and the hackers provided four valuable proofs of concept which are further developed within the teams. The results have been extremely well received by the community and DDI leadership (EB and SB). This shows the void this group is filling and the need for yearly iterations of the Hackathon. The results in written code by far outweigh the costs according to the old motto of the DDI Developers Groups - "no tools, no standard". We therefore want to establish the Hackathon as a yearly event for the DDI Developers community similar to Dagstuhl is for the scientific community. This is the application for the 2024 iteration which is supposed to be held in May 2024 in Cologne, Germany.

Budget

Though the Hackathon 2023 used only a third of its budget we would like to reserve the same amount (10.000 USD) as we cannot foresee how much travel costs are needed for participants. The costs were only low as there were no overseas participants needing funding, only two Europeans and some participants only could participate virtually due to a transport strike in their country. As the DDI Developers Group is quickly growing we want to reserve the full travel budget for 2 x European (1.500 USD) and 2 x Overseas (3.500 USD) plus more budget for food and drinks (5.000 USD). We expect to grow from 20 registered participants (of which only 14 could make it to Gothenburg in the end) to 25 or 30 doubling our food and drink expenses.

DDI -CDI WG Budget Request for the Financial Year 2022/2023

Overview

The budget requested would fund the activities of the DDI-CDI Working group for the period covering Fiscal year 2023/2024. It includes a request for funding to hire expert consultancy regarding new syntax representations and to support existing software tools aimed at the user community, and to provide for an external-facing face-to-face event to raise the profile of DDI-CDI, gain input from potential users, and recruit members of the user community as participants in the WG.

Each of these activities is described separately, and cost estimates provided. Total request for funding is \$15,000.00.

Syntax Representations/Support for User Software Tools

This request is made for two related activities which build on work performed under the FY 2022/2023 budget for software tools for supporting the user community. This work produced a version of the tooling which the DDI-CDI WG uses to provide an integrated browser for field-level documentation of the model and all available syntax representations. Because user communities will subset the classes of the model which they use, the tools have been adapted for their use to reflect these choices as an integral part of the community implementation guide. This has the effect of making the specification more approachable, by presenting only those aspects (model and syntax) of interest to the particular community. These tools will be provided free of charge in support of the standard.

The request for FY 2023/2024 is to extend this functionality in line with the goals discussed at the recent face-to-face meeting in Gothenburg, Sweden in March of 2023. One major goal is to produce a syntax representation in an object-oriented programming language: Python (as the major language for data science applications) was identified as the best candidate. Such a syntax representation would require integration with the tooling for the production of the DDI-CDI documentation, and with the community-facing version of that same software.

Co-located with the DDI-CDI WG meeting in Gothenburg was the Hackathon, which has led to the formation of a revitalized DDI Developer's Group. While it would be prohibitively expensive to pay an external consultant to develop a new syntax representation in Python, it is hoped that a collaboration between the DDI-CDI WG and the DDI Developer's Group can be established, or existing competencies within the group can be leveraged, so that money need only be requested for an external expert who could help advise on the design of the syntax representation, and review the resulting product. Additional money is requested for the task of integrating this into the field-level documentation software.

It is anticipated that 9000.00 USD should suffice to cover both of these tasks, with an estimated \$4000,00 - \$5000.00 to hire an external Python expert, and the balance going to pay for integration work.

Other possibilities for useful tools to support DDI-CDI adoption have been identified, but these are more likely to be within the available skills of volunteers, especially if a useful collaboration with the DDI Developer's Group can be established.

Funding request is for \$9000.00

External-Facing Face-to-Face Event

It is important to engage with users in other domains, in order that DDI-CDI reflect not only the requirements of the traditional DDI community but also supports the data in cross-domain use which is increasingly used in combination with DDI-documented data. In the FY 2022/2023, a successful face-to-face was held in Gothenburg in the margins of the RDA Plenary, where two days of working meetings were held, and two public 3-hour workshops were offered in the margins of the conference, one specifically on DDI-CDI, and the other on the CDIF effort in which DDI-CDI figures largely. Both events were well-attended, and provided useful input to the specification, and connections for promoting adoption. Further, the face-to-face meetings have resulted in broader engagement from members within the DDI community (notably we have new active participants in the WG from UKDA). An external-facing event seems to be critical for both the presentation of the use of DDI-CDI and getting more people interested in the work around DDI-CDI.

These events were in some sense opportunistic: many participants were going to be at the RDA Plenary in any event, and we were able to arrange free space for the working meetings. The cost of the public-facing side events was split with CODATA. (For this meeting, participants would be encouraged to obtain funding from their own institutions if possible.)

This request is for the purposes of holding a similar event in FY 2023/2024. It is difficult at this point to identify another meeting which would serve to as the focal point for the DDI-CDI face-to-face: plans for the RDA Plenary in spring of 2024 have not yet been announced. There will be a meeting of the FAIR Digital Object Forum in Berlin in March of 2024 which could provide a similar venue with a receptive audience. This has yet to be explored, and other options are also possible.

Based on the budget for FY 2022/2023, it is hoped that a similar event could be hosted, possibly with greater participation from WG members (some were unavailable this past year due to schedule conflicts). Without knowing the location of the focus event (RDA Plenary, etc.) specific breakdown of travel costs is not possible. Instead, the request would be for slightly more than FY 2022/2023, for a figure of \$6000.00.

Total Request

Syntax Representation/Software Support: \$9000.00

External-facing Face-to-Face Event: \$6000.00

Total: \$15,000.00 USD

Funding Requests 2023/24 Fiscal Year – Technical Committee

Submitted by the DDI Alliance Technical Committee contact Wendy Thomas <wlt@umn.edu>

Total funds requested: \$38,630

Technical Committee Face-to-face meeting (priority)

Members: Wendy Thomas, Jon Johnson, Darren Bell, Christophe Dzikowski, Johan Fihn, Oliver Hopt, Jeremy Iverson, Genevieve Michaud, Flavio Rizzolo, Dan Smith

Request: Funding covers all members for a 3 day meeting co-located. if possible, with EDDI 2023

The specifics of the agenda will depend on time of year (contributing to SB issues in 2023/24, or feeding into long-term DDI product suite work - see below). While the implementation and development of these work plans must involve input from other product focused working groups, the Technical Committee has responsibility for coordinating the technical aspects of DDI product development and production.

- Road map and policy, product mix, efficient and simplified tooling vs complex modeling trade-offs, version development, requirements management,
- Discussion of infrastructure requirements, needs and development of a road map and sustainability plan, likely financial costs etc.
- Documented development lifecycle

Outcome: recommendations

Description	Cost	People	Unit	Total
Hotel	175	10	4	7000
Flights (Overseas)	1500	3	1	4500
Travel (within Continent)	500	3	1	1500
Subsistence / day (B/D)	80	10	4	3200
Meeting facilities (including lunch)	25	10	3	750
TOTAL				\$16,950

Administrative Data Workshop in collaboration with CLOSER

(priority - long term impact on multiple products)

Following on from the EDDI workshop of questionnaires, interest has been shown in the lack of standards to describe and manage metadata from administrative systems and registers. CLOSER is in collaboration with other partners, proposing to hold a series of requirements gathering exercises during 2023/24 with different stakeholders, researchers, data managers and data providers on metadata requirements for administrative data, (this would encompass non-traditional questionnaire based data sources from population based administrative systems).

The output of the workshop is to bring that information together and make recommendations for the specification requirements for developing additions, extensions etc to existing DDI products and preparation of a working group proposal.

The workshop would be held around a suitable conference to reduce costs and would not be expected to be more than 8 -10 people including local participants. Likely target would be around COSMOS - April 2024 (Paris), and would look to hold at a venue with a member organization.

Participants would be drawn from those with experience of admin data and/or DDI standards, and invited through a call on the DDI mailing list.

Description	Cost	People	Unit	Total
Hotel	250	8	3	6000
Flights US	1500	2	1	3000
Travel Europe	500	2	1	1000
Subsistence / day (B/D)	80	8	2	1280
Meeting facilities (including lunch)	25	8	2	400
TOTAL				\$11,680

CLOSER would be able to contribute \$2500 in addition to the above request to support the existing budget as needed, e.g. additional delegates / room venue costs.

Infrastructure support
(important)

The August 2022 TC meeting identified the need for automation of product development and maintenance. This will need the development of sustainable software and other resources. Currently DDI-Lifecycle relies on COGS, and Controlled Vocabularies relies on AWS CI/CD Pipelines and Docker.

The TC are requesting a contingency fund (not to exceed \$10,000) to ensure that critical path software is maintained during 2023/4. Were funds required, a request and justification will be put to the Executive Board to release the money. Individual software product development should be handled by separate requests. This fund is intended for intermittent maintenance and repair as needed.

For 2024/25, the TC will consult with Working Groups and the Scientific Board and bring forward a more detailed costing and sustainability plan

Total request: \$10,000

DDI Training Working Group
Budget Request for FY2023 (July 2023 through June 2024)

Submitted by: Alina Danciu (co-Chair) and Hayley Mills (co-Chair)
Submitted on: April 8, 2023

Budget Request

The Training Working Group requests \$27,000 for FY2023.

FY2023 (June 1, 2023 - June 30, 2024)

Training Group Activity	Purpose / Goal	Audience	Cost (USD \$)
Funding for workshops (travels and fees)	DDI will be promoted by submitting workshops/training, to be held at data-related conferences where participants are not familiar with DDI (RDA to begin with this autumn). Travel costs and conference fees are covered for the instructors. A thorough description of this request here .	new users	18,000
Discount / waiver workshop fees (for DDI members)	We will offer a workshop fee waiver for DDI members and a conference fee discount for instructors at two conferences (EDDI and IASSIST).	new and advanced users	1,500
Webinars	A series of 4 webinars on DDI to organise, with the help of a consultant, like we did for the 2021/2022 and 2022/2023 DDI Alliance/CODATA series. A thorough description of this request here .	new and advanced users	7,500 + In-kind contributions
Web page update	Members of the Training Group continue to update and make changes to training-related content on the DDI website.	new and advanced users, DDI Trainers	In-kind contributions
Translation	Start with the translation of the basic introductory slide decks.	new and advanced users	In-kind contributions
Training Material update	Members of the Training Group continue to produce Training Material (including exercises) on Zenodo and the DDI website (with the help of the DDI assistant).	new and advanced users, DDI Trainers	In-kind contributions

Teaching in webinars or at conferences	Members of the Training Group engage in teaching activities to increase DDI knowledge in the research community.	new and advanced users	In-kind contributions
TOTAL			27000

Active Members of the DDI Training Working Group

Alina Danciu (Co-chair)
 Christophe Dzikowski
 Adrian Dusa
 Dan Gillman
 Arofan Gregory
 Kaia Kulla
 Kathryn Lavender
 Jared Lyle
 Lucie Marie
 Geneviève Michaud
 Hayley Mills (Co-chair)
 Laura Molloy
 Hilde Orten
 Jennifer Zeiger
 Flavio Rizzolo (Scientific Board contact)

DDI Alliance Budget Request for Fiscal year 2023/2024: DDI Training Webinar Series and In-person DDI Training Events

Overview

For three years, the Training Opportunities sub-group of the DDI Training WG has been organizing a program of hour-long webinars on topics related to DDI. These are aimed at a general audience, and are hosted by CODATA, using both the normal DDI Alliance distribution channels and the RDM lists maintained by CODATA to reach a broad potential audience. There have been several hundred attendees at these events – they typically draw between 30 and 70 people each.

In addition to the web series, we would like to add two to three in-person trainings, to be held at data-related conferences where participants are not familiar with DDI. Over the last year, restrictions due to COVID-19 have eased and many conferences have resumed in-person events. Holding a DDI training in person at events with participants who are new to DDI provides a special opportunity; namely, participants have easy access to not only the training, but also the trainers, who are present to answer additional questions, provide hands-on aid, and network. Our intention is to begin with RDA in the autumn of 2023. Training topics will be tailored to each conference's audience and their familiarity with DDI products.

The webinar series has been organized with the help of a paid consultant, and the development of in-person training events will rely upon the same system. Material development is done through a series of “mini-sprints” involving a small group of interested individuals who produce and review slides for the event. The materials are then provided to the Slide Review sub-group for modification and possible inclusion in the Training Materials resource.

This budget proposal is requesting the same level of funding as the past three years to support the development of materials, plus additional funds to cover travel and housing costs for in-person trainers.

Budget and Details

A series of four to five online topics has been the target for the previous three cycles, and this would remain the target for 2023/2024. The work of preparing draft slide decks and organizing and running the events requires approximately 3 weeks of person time for the consultant. This effort is in addition to the proviso that the consultant will also be available to

help in the presentation and running of the events as needed. This comes to an estimated \$7500 for the year.

Our goal for in-person events is to send up to four people each to two to three conferences to provide training. Costs include conference attendance fees, as well as transportation, hotel stay, and food, for an estimated \$6,000 per conference.

Budget request for the FY2023-2024 from the DDI Alliance Scientific Board: Scientific Board meeting in Bergen, October 2023

Submitted by the Scientific Board

The Scientific Board are planning a two-day physical meeting in Bergen in October 2023. The purpose of the meeting is to work on the Scientific Work plan for 2024-2026 and work tasks of the Scientific Board as specified in the [Scientific Work plan 2021-2023](#) .

Sikt will sponsor one dinner and lunches for the two days as well as meeting rooms.

Several of the Scientific Board members will have their travels covered by their institutions.

Our expected need for funding from the DDI Alliance is estimated to 7000 UD dollars.

Details can be found in the table below.

Hotel Bergen	€150.00	3	€450.00		
Flight in Europe	€450.00	1	€450.00		
Flight trans Atlantic	€1000.00	1	€1000.00		
Local transport at origin and destination	€200.00	1	€200.00		
Total cost per person from Europe for Bergen meeting			<u>€1100.00</u>		
Total cost per person from trans Atlantic for Bergen meeting			<u>€1650.00</u>		
Persons from Europe		1	<u>€1100.00</u>		
Persons Trans Atlantic		3	<u>€4950.00</u>		
SUM total in Euro			<u>€6050.00</u>		
SUM total in US dollar			<u>\$6670.34</u>	rounded to	<u>\$7000.00</u>