

DDI Alliance Executive Board Meeting

February 24, 2016

Attendees: Steve, Achim, George, Jared

Alliance leadership

- a. Scientific Committee -- We need to select a new Chair and Vice Chair of the Scientific Board since both Steve and Adam Brown have stepped down. Steve and Jared will put out a call for nominations and allow a four week nomination period. Thereafter, we will hold elections. We would like to have new leadership in place for the annual meeting.
- b. Vice Chair for Executive Committee -- Bill Block has agreed to serve as Vice Chair.
- c. David Schiller has left the IAB -- Our interpretation of the Bylaws is that David cannot continue to serve on the Executive Board since he is no longer organizationally affiliated with a Full Member. We thank David for his service on the Executive Board. We will need to hold a new election to fill the vacant seat. We will also clarify the Bylaws to make it explicit that an Associate cannot sit on the Executive Board (remove 2c: “[An Associate Member Organization...] Should participate on at least one substantive activity of the Alliance, such as an elected position, Technical Committee, Sub - Committee, or Working Group through its Member Representative or other employees
- d. ISO certification update – In January, Jared submitted the DDI liaison application to Juha Hakala, who passed it to the TC 46/SC 4 contact person in the ISO Central Secretariat. We are awaiting further information about next steps.

Marketing and Promotion update

- a. Update on WAPOR/AAPOR -- The Marketing and Partnerships Group is targeting [WAPOR 2016](#) to roll out a marketing approach for conferences. This activity is in line with the Marketing and Partnerships goals for the fiscal year. Several proposals were submitted and accepted. The group is also planning a side meeting inviting CATI-CAPI providers and software vendors whom we can approach about DDI.
- b. Discussed potential to liaison with SDMX about VTL (validation and transformation language).

Training Group update

- a. The Training Group is updating the DDI Lifecycle Diagram so it is interactive and useful for different functional roles and perspectives. The group is also discussing the need to create documentation that can be reused for different purposes. Lastly, the group is conducting a survey to gain feedback about the newly redesigned DDI Alliance web site.

Moving Forward Project (DDI4)

- a) Reviewed the summary document from Dagstuhl. We will post a public version of the document on the DDI web site. We will also use the document as a to-do list when planning future activities.
- b) Upcoming Sprints
 - i) Edmonton (April 11-15) -- This sprint is focused on preparing the model for the Q2 2016 Development Review. The goal of the sprint is to complete a consistency review of the DDI4 modeling, particularly reviewing consistent use of patterns and documentation content.
 - ii) Norway (May 23-27) -- This sprint will be preparing for development release Q3 2016 which focuses on the Functional View structure and the Codebook Functional View. This is the first Functional View to pull together content from a wide number of Library Packages.

Budget update

- a) Reviewed travel support requests. Requests for NADDI Sprint funding were approved for Dan Gillman and Wendy Thomas.
- b) Discussed items that can be automatically approved without the need to contact the Director (e.g., supporting sprints). Will create a policy statement about what we'll support.
- c) New tiered membership option goes into effect next year. Before next year, and in conjunction with the annual meeting, communication should go out to invoice recipient about selecting tiered membership options.

Strategic Plan

- a) Strategic plan follow-up. During the December call, we discussed drafting a timeframe for working toward a strategic plan, including a discussion at the Membership meeting in Bergen (June 2016). At our next call, Steve will review ideas for strategic planning.
- b) "Mission and Guiding Principles" document from 2012 (from Achim). The purpose of this is to give a short statement for three audiences: 1) users (institutions, developers, etc.): improving trust in the standard by guidelines and transparency in the sense that investments can be made in terms of metadata and software, 2) members of the alliance: improving trust in the standards development, 3) developers of the standard (i.e. TC): guidelines as framework, which should be followed. This document should be kept in mind when crafting the next strategic plan.

Other

- a) License and Copyright of DDI products -- The Executive Committee needs to review and endorse the report and recommendations from the Technical Committee. This report is based on a May 2015 review. Board members are to review the report before the next call, at which time the Board can then approve.

- b) DDI vocabularies -- Steve has been in discussions with the Australian National Data Service (ANDS) about the potential for using their vocabularies publishing service, "Research Vocabularies Australia" (<https://vocabs.ands.org.au>), to expose DDI vocabularies. There is interest in furthering this discussion, and possibly piloting our existing CVs with them. The respective DDI working groups need to be consulted.
- c) RDA working groups (Data Foundations working group and Vocabulary Services Interest Group) -- There are two RDA working groups that may be of interest now or in the near future. The Vocabularies group has recently been established, chaired by Gary Berg-Cross (who was at the last Dagstuhl meeting). The ANDS discussion feeds into a broader international discussion about Vocab services we may want to provide input on. Similarly, the Data Foundations group is soon to publish their Core Terms dictionary. Again, we may wish to provide feedback when this is released. More generally, DDI should seek to engage with RDA, especially by pushing DDI as use cases for RDA developments.

Future Agenda items

- a) Annual Meeting preparation.