

First meeting of the 2008/2009 Bureau

Washington D.C. (United States), 20-21 October 2008

Item 6 of the Provisional  
Agenda

## **ORGANIZATION OF THE CES SEMINARS**

### **Note prepared by the UNECE secretariat**

#### **I. BACKGROUND**

1. The 50<sup>th</sup> plenary session of the CES in 2002 decided that the CES plenary sessions will be organised in three modules: a formal session and two seminars. One of the seminars focuses on foundational issues of statistical systems and the other on new emerging issues. The topics for the seminars are selected by the CES Bureau based on consultation with all members of the CES and agreed upon by the Conference at its annual plenary session.

2. One of the most important parts of the seminar is the general discussion, allowing countries and organizations to present their experiences and to brainstorm on possible ways to address common problems. To steer the discussion, authors are invited to prepare papers on the selected topics. They produce the so-called “invited papers”. The invited papers are translated into the three UN official languages – English, French and Russian. In addition, the ECE secretariat invites all CES countries and international organizations to contribute papers, called “supporting papers”. Unlike the invited papers, the supporting papers are not translated.

#### **II. PURPOSE OF THE SEMINARS**

3. The purpose of the seminars is to:

(a) Provide an opportunity to discuss new conceptual work in depth and to explore leading-edge emerging topics;

(b) Provide an equal opportunity for all member countries and international organizations to contribute;

(c) Encourage interaction with policy makers and other users of statistics;

(d) Serve as a basis for follow-up work on topical statistical issues;

(e) Promote cooperation in addressing problems together (e.g. establishing joint Working Groups, Task Forces, etc.).

### III. GUIDELINES FOR ORGANISING THE SEMINARS

4. As noted above, the topics for the seminars are agreed upon by the Conference at its annual plenary session in June, based on consultation with countries and a proposal by the CES Bureau. The Bureau reviews a first draft outline for the organization of the seminars at its meeting in October and a final version of the outline at its meeting in February.

5. In order to facilitate the preparation of the seminars, the UNECE secretariat has prepared guidelines. The guidelines are presented below, indicating important deadlines and the role of the various players in organizing the seminar.

### IV. IMPORTANT DEADLINES

	<b>DEADLINE</b>
First outline of the seminar submitted to the UNECE secretariat	15 September
Revised outline (after comments from the Bureau)	15 January
Submission of invited papers to UNECE secretariat	15 March
Submission of supporting papers to UNECE secretariat	15 April
Session Organisers send the questions they plan to raise at the seminar to the authors of invited papers, copy to the UNECE secretariat	15 May
Session Organisers send the PowerPoint presentations to the UNECE secretariat	1 June

### V. THE SEMINAR

Each seminar lasts **one day**:

- (a) The seminar contains **2-4 sessions**;
- (b) The Seminar Organizer is **the Head of the NSO or his/her representative**;
- (c) The Session Organizer also **acts as Discussant**. He/she is the Head of a NSO or their representative;
- (d) The seminar **may** begin with a **keynote speech** delivered by a prominent person, e.g. representative of stakeholders, users, and academia;
- (e) **Individual papers are not presented** at the seminar (neither invited nor supporting papers);
- (f) The use of a **detailed timetable** is recommended.

## **VI. THE ROLE OF THE SEMINAR ORGANISER**

- (a) Responsible for the overall preparation of the seminar.
- (b) Decides on the number and the structure of the sessions.
- (c) Identifies and invites Session Organizers.
- (d) Works closely with the Session Organisers.
- (e) Prepares the outline of the seminar for the October and February Bureau meetings.
- (f) May invite a keynote speaker.
- (g) Chairs the seminar at the CES plenary session, including the individual sessions.
- (h) Chairs the general discussion from the floor (minimum *40-50 minutes*).
- (i) Ensures that the time schedule is respected.
- (j) At the end of the seminar, offers conclusions and recommendations to the Conference for follow-up work.

## **VII. THE ROLE OF THE SESSION ORGANISER**

- (a) Responsible for the content of the session.
- (b) Acts as a discussant.
- (c) Invites authors to produce *1-2 invited papers* per session (*maximum 3*).
- (d) Introduces the topic (*maximum 5 minutes*).
- (e) Gives a presentation discussing the key points from the invited papers; may refer to the main findings in the supporting papers (*maximum 20 minutes*). (See below presentation by Session Organizer.)
- (f) Raises questions to the Invited Authors.
- (g) At the end of the session, offers a short summary of the discussion and recommendations for follow-up work (*about 3-5 minutes*).

## **VIII. THE PRESENTATION OF THE SESSION ORGANISER**

The Session Organiser should:

- (a) Use PowerPoint slides;
- (b) Use maximum of *10 slides*;
- (c) Take no more than *20 minutes*;
- (d) Use contrasting colours on slides;
- (e) Send questions to the UNECE secretariat and to the Invited Authors by **15 May**;
- (f) Send the PowerPoint presentation to the UNECE secretariat by **1 June**.

## **IX. THE ROLE OF THE INVITED AUTHOR**

- (a) Writes the paper with the aim to raise issues and stimulate discussion.
- (b) Avoids technical details.
- (c) Stays concise: the invited papers should not be more than **8 pages** long, including graphs and diagrams.
- (d) Submits the paper to the UNECE secretariat by **15 March**.
- (e) Keeps in mind that only papers submitted within the deadline are translated.
- (f) At the seminar, responds to the questions raised by the Session Organiser (*5-10 minutes*).

**X. TIMETABLE OF THE SEMINAR DAY**

	<b>DURATION<sup>1</sup></b>
If the seminar is on the first day of the Conference, the <i>seminar begins at 10:00</i> to allow for opening of the plenary session	30 min (9:30-10:00)
If the seminar is on the last day of the Conference, the <i>seminar ends at 17:00</i> to allow for closing of the plenary session and adoption of report	30 min (17:00-17:30)
Morning working time	2 h 30 min (9:30-10:45; 11:15-12:30)
Afternoon working time	2 h 30 min (14:30-15:45; 16:15-17:30)
Coffee breaks	20-30 min (around 11:00 and around 16:00)
Lunch break	2 h (12:30-14:30)

**XI. TIMEFRAME FOR THE SEMINAR ORGANISER**

	<b>DURATION</b>
General introduction by the Seminar Organiser at the start of the seminar	5 min
Chairs the sessions, gives the floor during the general discussion in each session	continuous
Conclusions and recommendations for follow-up work by the Seminar Organiser at the end of the seminar	10 min

*Note:* The seminar may begin with a keynote speech. The speech should take not more than 20 minutes.

<sup>1</sup> The timetable takes into account the requirements of simultaneous interpretation: 3 hours working time in the morning (including a coffee break) and 3 hours in the afternoon (including a coffee break). The lunch break has to be 2 hours long.

**XII. TIMEFRAME FOR THE SESSION ORGANISER**

	<b>DURATION</b>
Introduction to the topic at the start of the session	5 min
Presentation of the key points from the invited papers and the main findings in the supporting papers	20 min (maximum)
Replies by Invited Authors to the questions raised by the Session Organiser	5-10 min <i>per Invited Author</i>
Discussion from the floor for each session	40-50 min (or more)
Summary of the discussion and recommendations for follow-up work by the Session Organiser at the end of the session	3-5 min

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