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UNITED NATIONS STATISTICAL COMMISSION and  
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CONFERENCE OF EUROPEAN STATISTICIANS

EUROPEAN COMMISSION  
STATISTICAL OFFICE OF THE  
EUROPEAN COMMUNITIES (EUROSTAT)

ORGANISATION FOR ECONOMIC COOPERATION  
AND DEVELOPMENT (OECD)  
STATISTICS DIRECTORATE

**Joint UNECE/Eurostat/OECD Work Session on Statistical Metadata (METIS)**  
(Luxembourg, 9-11 April 2008)

### INFORMATION NOTICE No. 1

The meeting will be held at Eurostat, Luxembourg, from 9 to 11 April 2008,  
starting at 2 p.m. on 9 April 2008

#### I. PURPOSE OF THE MEETING

1. The aim of the meeting is to exchange experience among statisticians and other experts and to identify best practices in the field of statistical metadata. By this we mean information on concepts and classifications and the statistical process of data collection, processing and dissemination.
2. The Work Session on Statistical Metadata (METIS 2008) is held back-to-back with two other events:
  - Joint UNECE/Eurostat/OECD Meeting on Management of Statistical Information Systems (MSIS 2008, Luxembourg, 7-9 April 2008); and
  - OECD Expert Group on Statistical Data and Metadata Exchange (SDMX 2008, Paris 14-15 April 2008);

The participants are encouraged to arrange their travel in a way that they can benefit from the programme of all three events.

#### II. AGENDA OF THE MEETING

3. The work programme of the meeting will consist of the following substantive topics, following the structure of the Common Metadata Framework (CMF):
  - (1) Terms of Reference of the METIS Working Group and outcomes of the past meetings
  - (2) Common Metadata Framework (CMF)
    - (i) Advocating for metadata in a corporate context;
    - (ii) Metadata concepts, standards, models and registries;
    - (iii) Metadata and the statistical cycle and Implementation.
  - (3) Future work on the CMF

4. These topics centre on the Common Metadata Framework document that was developed after the METIS meeting in 2004. Explanatory notes to individual topics on the agenda are provided in section VI of this Information Notice.

#### III. PARTICIPATION AND ACCREDITATION

5. Representatives of all Member States of the United Nations, and of interested intergovernmental organizations, are welcome to participate in the meeting. Participants representing

non-governmental organizations in a consultative status with the United Nations Economic and Social Council may also attend. All participants must be accredited by the competent authorities of their country or international organization.

6. All participants attending the work session are requested to have a valid passport and, if required, a visa. Applications for visas should be made as soon as possible to the Embassy of Luxembourg in the country in which the participants reside, with a reference to the Joint UNECE/Eurostat/OECD Work Session on Statistical Metadata. If necessary, the UNECE secretariat can provide a letter to facilitate obtaining a visa.

7. Representatives from national statistical offices and international organizations who wish to participate should complete the attached registration form and return it to the UNECE secretariat **by 28 February 2008**. Those participants who wish to contribute a paper or make a presentation should note the earlier deadlines and requirements in Section V below.

#### **IV. ACCOMMODATION**

8. Participants are requested to make their own hotel reservations. In order to assist them in organizing their accommodation, a list of hotels is available from the Luxembourg City Tourist Office at [http://www.lcto.lu/cgi-bin/lcto/hotels\\_main.cgi](http://www.lcto.lu/cgi-bin/lcto/hotels_main.cgi).

9. A plan of the Eurostat premises and explanation on how to obtain the required security passes will be sent to each delegate after their registration has been processed.

#### **V. DOCUMENTATION, METHODS OF WORK AND OFFICIAL LANGUAGES**

10. The working language of the meeting is English; translation and interpretation facilities will not be available. Therefore, the documents must be submitted in English only.

11. The following deadlines and requirements apply:

- Interested statistical offices should inform the UNECE secretariat (see addresses below) of their intention to contribute a paper or make a presentation (indicating the topic) **by 11 January 2008**, also providing a short abstract of the paper.
- The full versions of papers, not exceeding 10 pages, should be sent to the UNECE secretariat **by 10 March 2008 at the latest**.
- The UNECE secretariat is able to process documents submitted in MS Word and RTF formats. Exceptionally, a PDF file can be accepted provided the formatting and numbering meets the requirements for this meeting (please contact the UNECE secretariat for further information).

12. For each substantive item on the agenda, Session Organizers will invite 2-3 speakers to write an **invited paper** and to present it at the meeting. All other participants are welcome to submit a **supporting paper** to any topic on the agenda. The supporting papers will be distributed to the delegates. They will be summarized by the discussants and the issues raised in them will also be discussed.

13. Invited and supporting papers will be made available on the website of the UNECE secretariat at the following location:

**<http://www.unece.org/stats/documents/2008.04.metis.htm>**

14. Delegates will need to download the papers from the website and bring their own copies to the meeting. Documents posted on the website before the meeting will not be distributed in the conference room.

## VI. EXPLANATORY NOTES TO THE AGENDA

15. Owing to the long tradition of METIS, it is suggested to begin the 2008 work session with a brief summary outlining the origin and nature of present activities. This may be also of the interest to the MSIS 2008 participants, whose meeting will end just before the commencement of METIS 2008.

### (1) Terms of Reference of the METIS Steering Group and outcomes of the past meetings

**Session Organizers:** Marco Pellegrino (marco.pellegrino@ec.europa.eu) and Juraj Riecan (juraj.riecan@unece.org).

16. A summary note prepared by the UNECE Secretariat in consultation with the Steering Group will complement reports of the relevant meetings:

- February and October 2007 Conference of European Statisticians (CES) Bureau meetings
- Work sessions on Statistical Metadata (METIS) held in 2002, 2004, 2006
- Workshop on Statistical Metadata (METIS) held in 2007

17. The METIS work session in 2004 recommended creating a Common Metadata Framework (CMF) that would help national statistical offices to find their way through a labyrinth of various metadata related standards and initiatives. The work session also outlined the structure of the CMF, as described under item (2) of the agenda.

18. The METIS work session in 2006 reviewed the progress on parts A (corporate context), B (models and standards) and D (implementation) and prepared a plan for developing part C (statistical life cycle). Progress on part C was made in connection with the METIS workshop held in 2007. The METIS workshop also raised some questions:

- How to agree on a definition of “survey”, with respect to various interpretation of the term “survey” for statistical operations involving direct collection from a sample respondents, censuses, use of administrative records and combination of these?
- What types of metadata exist, what would be the best common classification?
- Does the generic model of a statistical life cycle agreed at the workshop represent also an agreement of a broader METIS constituency?

### (2) (i) Part A: Advocating for statistical metadata in a corporate context

**Session Organizers:** Klas Blomqvist (klas.blomqvist@scb.se) and Jana Meliskova (jana\_meliskova@bluewin.ch).

19. A metadata system must be an integral part of the strategic direction of a statistical organization. Advocating for this, and informing senior managers of related issues, is something that heads of statistical organizations have suggested needs development. In 2006, Part A of the CMF ([www.unece.org/stats/cmf/PartA.html](http://www.unece.org/stats/cmf/PartA.html)) was developed as a resource for metadata practitioners to advocate by explaining how metadata fits into the overall corporate context. This meeting provides an opportunity to share examples of how this is working in practice, and discuss the development of additional tools and resources to help practitioners advocate for better metadata management systems.

20. Issues addressed should include:

- strategic planning for effective metadata management;
- establishing governance structures for metadata related projects;
- processes for keeping staff and senior managers informed about metadata issues;
- tools and resources to support advocacy;
- examples of successes and failures in advocating for better metadata management systems.

## **(2) (ii) Part B: Metadata concepts, standards, models and registries**

**Session Organizers:** Dan Gillman (gillman.daniel@bls.gov), Alice Born (alice.born@statcan.ca) and Marco Pellegrino (marco.pellegrino@ec.europa.eu).

21. There is a range of different metadata standards relevant to statistical organizations. Practitioners need to clearly understand potential applications and the relationships between them. This topic provides the opportunity to explore and showcase implementations of metadata concepts, standards, models and registries. It includes issues relating to:

- terminology - development of standard terminology at agency, national and international levels and vehicles for the promotion of standard terminology;
- definitions, purposes and taxonomies;
- metadata standards, guidelines and recommendations at the agency, national and international levels (current and those in the process of being developed);
- common metadata constructs;
- metadata models;
- metadata registries and registration processes;
- interchange of data and metadata at both the national and international levels.

22. In the lead up to this meeting, national and international statistical organizations will be invited to answer a brief survey on their use of various metadata standards. The results will be provided to participants as an overview of the experiences and progress of other organizations.

## **(2) (iii) Part C: Metadata and the statistical cycle and Part D: Implementation**

**Session Organizers:** Max Booleman (mbln@cbs.nl), Joza Klep (joza.klep@gov.si) and Matjaz Jug (matjaz.jug@stats.govt.nz).

23. The session is focusing on the role of metadata in different phases of the statistical cycle. During 2007, a workshop was held to progress the development of this part of the CMF. The outcomes of this workshop and proposals for related products will be presented to the work session participants for further discussion.

24. Proposals include:

- a revised generic model for the statistical survey life-cycle containing nine phases (Need, Develop and design, Build, Collect, Process, Analyse, Disseminate, Archive, Evaluate);
- a classification for metadata types (e.g. Survey metadata, definitional metadata, etc) that reconciles and cross-references between the multiple classifications currently available.

25. The sharing of experiences in implementation of metadata systems, and live demonstrations of working applications, are a valuable component of these work sessions. The case study format developed through the workshop in 2007 proved to be a valuable tool for documenting experiences, and for the audience to identify similarities and differences in the various approaches of each organization. Agencies wishing to contribute a case study of their organization's experience can download the template at [http://www.unece.org/stats/cmfc/Case%20Study%20Template%20\(revised\).doc](http://www.unece.org/stats/cmfc/Case%20Study%20Template%20(revised).doc).

## **(3) Future work on the Common Metadata Framework (CMF)**

26. This session is intended in clarifying the future actions and roles with respect to the CMF:

- clarifying the scope of individual parts and eventual refining of the structure;
- identifying sources of substantive content;
- defining the publication and awareness approach for the CMF; and
- agreeing on personal responsibilities for individual parts of the CMF and related activities.

27. The CES Bureau considered the metadata activities being very important. The Bureau suggested to create a METIS Steering Group and to orient the activities not only to technical issues, but also to advocating for metadata systems at the senior management level in national statistical offices.

The group should develop a plan in addressing these and other issues outlined in a paper that will be prepared by the UNECE Secretariat. Suggestions from the participants will be welcome.

## **VII.FURTHER INFORMATION**

### **UNECE:**

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## REGISTRATION FORM

### Joint UNECE/Eurostat/OECD Work Session on Statistical Metadata (METIS) (Luxembourg, 9-11 April 2008)

This form should be completed in duplicate by each participant and returned by **28 February 2008**

**1 copy to:** Mr. Juraj Riecan

Tel: +4122 917-3328

Fax: +4122 917-0040

E-mail: [Juraj.Riecan@unece.org](mailto:Juraj.Riecan@unece.org)

**1 copy to:** Mr. Marco Pellegrino

Tel: +352 4301 34320

Fax: +352 4301 31098

E-mail: [Marco.Pellegrino@ec.europa.eu](mailto:Marco.Pellegrino@ec.europa.eu)

1. Surname (Family name):	Mr. Ms.	2. First name:
3. Representing (country or organization):		
4. Official function (in home country):		
5. Mailing address:		
6. Tel. No.:	7. Fax No.:	
8. E-mail address:		
9. Please indicate topic (2(i)-(iii)) and title, if you intend to present a paper:  (Intention to present a paper has to be notified to the secretariat by 11 January 2008))		
10. For information: Please indicate in which meetings organized back-to-back you intend to participate. The Secretariat will inform the respective organizers of other meetings. <input type="checkbox"/> Meeting on Management of Statistical Information Systems (MSIS), Luxembourg, 7-9 April 2008 <input checked="" type="checkbox"/> <b>Work Session on Statistical Metadata (METIS), Luxembourg, 9-11 April 2008</b> <input type="checkbox"/> OECD Expert Group on Statistical Data and Metadata Exchange (SDMX), Paris, 14-15 April 2008		
11. Date and time of arrival in Luxembourg:	12. Date and time of departure from Luxembourg:	
13. Special requirements:		