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11 August 2009

ENGLISH ONLY

**UNITED NATIONS  
ECONOMIC COMMISSION FOR EUROPE  
CONFERENCE OF EUROPEAN STATISTICIANS**

**EUROPEAN COMMISSION  
STATISTICAL OFFICE OF THE  
EUROPEAN COMMUNITIES (EUROSTAT)**

**ORGANISATION FOR ECONOMIC COOPERATION  
AND DEVELOPMENT (OECD)  
STATISTICS DIRECTORATE**

**Work Session on Statistical Metadata (METIS)**  
(Geneva, Switzerland, 10-12 March 2010)

### **INFORMATION NOTICE No. 1**

The Work Session will be held at the Palais des Nations, Avenue de la Paix, Geneva, Switzerland, from 10-12 March 2010.

*For information, a conference of the OECD Expert Group on Statistical Data and Metadata Exchange (SDMX) has been provisionally scheduled for 8 to 9 March 2010 in Geneva, to allow participants to attend both events without additional travel costs. More details about this conference will follow during the autumn.*

#### **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. Attention will be focussed on progress under the different parts of the Common Metadata Framework<sup>1</sup> (CMF) initiative. As described in its terms of reference, the CMF provides guidance to help statistical organisations to choose the right standards, models and approaches in developing their metadata systems. It is a living repository of knowledge and good practices related to statistical metadata.

#### **II. AGENDA OF THE MEETING**

2. The work programme of the meeting will consist of the following substantive topics:

- (i) Progress on Part B of the CMF: Metadata Concepts, Standards, Models and Registries;
- (ii) Progress on Part C of the CMF and the Generic Statistical Business Process Model;
- (iii) Progress on Part D of the CMF: New case studies and updates of existing ones;
- (iv) Metadata and Quality Reporting;
- (v) 20 years of METIS.

Explanatory notes to individual topics on the agenda are provided in Section VI of this Information Notice.

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<sup>1</sup> See <http://www1.unece.org/stat/platform/display/metis/The+Common+Metadata+Framework>

### III. PARTICIPATION AND ACCREDITATION

3. Representatives of all Member States of the United Nations, and of interested intergovernmental organizations, are welcome to participate in the 2010 METIS Work Session. All participants must be accredited by the competent authorities of their country or international organization.

4. All participants should have a valid passport and, if required, a visa. A letter to facilitate obtaining a visa can be requested from the UNECE secretariat.

5. Representatives from national and international statistical organizations who wish to participate should complete the attached registration form and return it to the UNECE secretariat **by 15 January 2010**. 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

6. Delegates are requested to make their own accommodation arrangements. Information about accommodation options in Geneva can be found at [www.geneva-tourism.ch](http://www.geneva-tourism.ch).

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

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

8. 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 30 November 2009**, 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 31 January 2010 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).

9. For agenda items (i) to (iii), session organizers will ask 2-3 speakers to prepare invited papers and to present them at the Work Session. Other organizations are welcome to submit supporting papers for these topics or papers for topic (iv). Papers for topic (v) will be by invitation only.

10. All Papers will be made available on the website of the UNECE secretariat at the following location:

[www.unece.org/stats/documents/2010.03.metis.htm](http://www.unece.org/stats/documents/2010.03.metis.htm)

11. 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

12. The topics on the agenda of the meeting are described in more detail below:

### **(i) Progress on Part B of the CMF: Metadata Concepts, Standards, Models and Registries**

**Session organisers:** Marco Pellegrino ([marco.pellegrino@ec.europa.eu](mailto:marco.pellegrino@ec.europa.eu)) and Daniel Gillman ([gillman.daniel@bls.gov](mailto:gillman.daniel@bls.gov))

13. The 2008 METIS work session stressed the importance of Part B of the CMF as a comprehensive reference on the field of application of metadata standards – which standard for what purpose. An informal Task Force is preparing a draft of Part B, and will present this for comments. This session will also include an update on various metadata-related standards, for example the SDMX technical standards and content-oriented guidelines for data and metadata exchange, ISO/IEC 11179 on metadata registries, XBRL, and DDI. It will highlight recent developments and national implementations of these standards, as well as possible synergies between them. Contributions are welcome, in the form of papers describing experiences in using and implementing metadata standards, models and statistical practices.

### **(ii) Progress on Part C of the CMF and the Generic Statistical Business Process Model**

**Session organisers:** Jenny Linnerud ([jenny.linnerud@ssb.no](mailto:jenny.linnerud@ssb.no)) and Steven Vale ([steven.vale@unece.org](mailto:steven.vale@unece.org))

14. This session will include an update on the development of the Generic Statistical Business Process Model, which is fundamental for discussing the organization of statistical metadata, as well as presentations on implementations of this model in statistical organisations, and discussion of the additional material required to finalise Part C of the CMF.

15. Contributions are welcome, in the form of papers describing experiences in using and implementing statistical business process models, costs and benefits of moving to a process view of statistical production, and comments on the current version of the Generic Statistical Business Process Model.

### **(iii) Progress on Part D of the CMF: New case studies and updates of existing ones**

**Session organisers:** Alice Born ([alice.born@statcan.gc.ca](mailto:alice.born@statcan.gc.ca)) and Joza Klep ([joza.klep@gov.si](mailto:joza.klep@gov.si))

16. Part D of the CMF consists of a series of case studies describing the metadata systems of national and international statistical organisations, including lessons learned and future plans. Case studies have already been contributed by Australia, Austria, Canada, Croatia, Czech Republic, Germany, New Zealand, Norway, Portugal, Slovenia, South Africa, Sweden and the United Nations Industrial Development Organisation (UNIDO). Countries offering case studies for the 2010 Work Session already include Finland, Latvia and the Netherlands. Additional presentations of new case studies and updates of existing ones are also welcome. Case studies should be compiled using the template available at: <http://www1.unece.org/stat/platform/display/metis/Metadata+Case+Studies>. The session will also include an update on the Analysis of Existing Case Studies, which was presented at the March, 2009 METIS Workshop.

### **(iv) Metadata and Quality Reporting**

**Session organisers:** Jana Meliskova ([jana\\_meliskova@bluewin.ch](mailto:jana_meliskova@bluewin.ch)) and Klas Blomqvist ([klas.blomqvist@scb.se](mailto:klas.blomqvist@scb.se))

17. The 2008 METIS Work Session supported a proposal for more work on the quality of statistical data and metadata. Clear metadata is an important component of providing high quality statistics, and metadata also have a vital role in communicating the quality of statistics.

18. National Statistical Organizations (NSOs) devote a lot of energy to compiling quality reports for monitoring internal processes and for reporting to international organisations, for example, under the IMF's Data Quality Assurance Framework (DQAF). In Europe, Eurostat has developed a "Euro-SDMX Metadata Structure" (ESMS) which includes the recently published "European Statistical

System Standard for Quality Reports” (ESQR) quality criteria. The ESMS has been implemented within Eurostat to increase the availability of reference metadata integrated with information on data quality, and is also the object of a Commission Recommendation adopted on 23 June 2009. It would be very useful to learn and further explore how NSOs can meet the various reporting requirements using their existing metadata systems, and metadata from the individual phases of the statistical business process.

19. The aim of this session is to share ideas and experiences, to help NSOs to increase efficiency in monitoring the quality of statistics and preparing their quality reports. It will also be an opportunity to learn how data quality information can be better embedded into international quality reporting systems. Contributions on this topic are welcome.

#### **(v) 20 years of METIS**

**Session organisers:** Daniel Gillman ([gillman.daniel@bls.gov](mailto:gillman.daniel@bls.gov)) and Steven Vale ([steven.vale@unece.org](mailto:steven.vale@unece.org))

20. 2010 marks the 20<sup>th</sup> anniversary of the granting of a mandate for a group to discuss issues relating to statistical metadata, by the Conference of European Statisticians. This session will include a short reflection on the considerable progress made since then, to provide a historical perspective to our work, particularly for newer participants to METIS meeting. This will lead naturally into a discussion of the future direction of METIS. Delegates will have a chance to influence the future work programme of the group, including the selection of topics for future outputs, and for discussion at future meetings.

## **VII. FURTHER INFORMATION**

### **UNECE:**

Mr. Steven Vale  
 Statistical Division, United Nations Economic Commission for Europe  
 Palais des Nations  
 1211-GENEVA 10  
 Switzerland  
 Tel: +41-22 917 32 85  
 Fax: +41-22 917 00 40  
 e-mail: [steven.vale@unece.org](mailto:steven.vale@unece.org)

### **Eurostat:**

Mr. Marco Pellegrino  
 EUROSTAT  
 L-2920 LUXEMBOURG  
 Luxembourg  
 Tel: +352 4301 34320  
 Fax: +352 4301 31092  
 e-mail: [marco.pellegrino@ec.europa.eu](mailto:marco.pellegrino@ec.europa.eu)

### **OECD:**

Mr Trevor Fletcher  
 Statistics Directorate, OECD  
 2, rue André Pascal  
 75775 PARIS Cedex 16  
 France  
 Tel: +33 01 45 24 16 44  
 Fax: +33 01 44 30 62 99  
 e-mail: [trevor.fletcher@oecd.org](mailto:trevor.fletcher@oecd.org)

**UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE  
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**Work Session on Statistical Metadata**  
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**REGISTRATION FORM**

This form should be completed and sent by **15 January 2010** to:

**Mr. Steven Vale**, by fax to **+41 22 917 0040**, or e-mail to **steven.vale@unece.org**

1. Surname (Family name): Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	2. First name:
3. Representing (country / organization):	
4. Job Title:	
5. Office mailing address:	
6. Tel. No.: (office) (mobile)	7. Fax No.:
8. E-mail address:	
9. Special requirements:	