

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

**Group of Experts on Population and Housing Censuses**  
(Geneva, 23-26 September 2014)

**INFORMATION NOTE FOR PARTICIPANTS**

The Meeting will be held in room VII at the Palais des Nations, Geneva.  
It will start at 9:30 a.m. on Tuesday, 23 September 2014  
and finish on Friday, 26 September by 5:30 p.m.

**I. INTRODUCTION**

1. The United Nations Economic Commission for Europe (UNECE) and Eurostat are jointly organizing a Meeting of the Group of Experts on Population and Housing Censuses from 23 to 26 September 2014. The Meeting will be held in room VII (3rd floor, nearest entrance door A11) at the Palais des Nations, Avenue de la Paix 8, Geneva. Information on the purpose and agenda of the Meeting is given in sections II and III below.
2. Immediately before the Meeting, on 22 September, UNECE will organize a Workshop on Population and Housing Censuses for countries of Eastern Europe, Caucasus and Central Asia.

**II. PURPOSE OF THE MEETING**

3. The main purpose of the Meeting is to discuss the draft version of the Conference of European Statisticians (CES) Recommendations for the 2020 Censuses of Population and Housing. The Meeting is organized in the framework of the work plan on censuses for the period 2012-2015 adopted by the CES in June 2012.
4. The target audience of the Meeting includes census managers and experts responsible for various aspects of census planning and management in national statistical offices and census agencies.

**III. AGENDA OF THE MEETING**

5. The programme of the Meeting will consist of the following substantive topics, corresponding to different chapters of the draft census recommendations:
  1. Methodological approaches to the census
  2. Census technology, outsourcing and innovations
  3. Operational framework and field operations
  4. Defining the population base
  5. Geographic characteristics
  6. Demographic characteristics
  7. Economic characteristics (including agriculture)
  8. Educational characteristics
  9. Disability status
  10. Migration characteristics
  11. Ethno-cultural characteristics
  12. Household and family characteristics

### 13. Housing characteristics

6. For each of the above topics, the Meeting will discuss the draft text proposed for the CES Recommendations by the relevant task force or the CES Steering Group on Population and Housing Censuses.

7. Moreover, for the various topics listed above selected relevant country papers on national experiences in the 2010 census round will also be discussed. Attention will be paid in particular to innovative practices and lessons learnt that could be useful for other countries.

## **IV. PARTICIPATION, ACCREDITATION AND REGISTRATION FOR THE MEETING**

8. The Meeting is open to representatives of all member States of the United Nations Economic Commission for Europe (UNECE). Representatives of other Member States of the United Nations, specialized agencies of the United Nations, other intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council (ECOSOC) may also participate in a consultative capacity, according to the terms of reference of UNECE (E/ECE/778/Rev.3, paras. 11, 12 and 13). All delegates must be accredited by the competent authority of their country or international organization.

9. All participants should register for the Meeting by completing the attached registration form and sending it to the UNECE secretariat (email [social.stats@unece.org](mailto:social.stats@unece.org) or fax +41 22 917 0040) **by 1 September 2014**.

10. All participants attending the Meeting are requested to have a valid passport and, if required, a visa. Applications for visas should be made as soon as possible at the Embassy of Switzerland in the country in which the participants reside, with reference to the UNECE/Eurostat Meeting on Population and Housing Censuses. If necessary, the UNECE secretariat can provide a letter to facilitate obtaining a visa

11. To enter the Palais des Nations, all participants need to obtain a security pass (ID badge). For this purpose, please present yourself with your passport and the original registration form at the UN Security Identification Office at the Pregny Gate of the Palais des Nations (Avenue de la Paix 14, 1210 Geneva; buses 8, F, V, Z and 28, stop Appia). The Security Identification Office is open Monday to Friday from 8 a.m. to 5 p.m. (non-stop). For identification and security reasons, delegates are requested to wear their security badges at all times at the Palais des Nations.

12. Maps of Geneva and information for visitors to the Palais des Nations are available on the following web page: <http://www.unece.org/meetings/practical.htm>. The same web page includes a map of the Palais des Nations (click on "UN Map") with indication of the UN Security Identification Office at the Pregny Gate entrance.

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

13. The working languages of the Meeting are English, French and Russian; simultaneous interpretation will be provided in the three languages.

14. The documentation will include a number of papers presenting the draft text proposed for the CES Recommendations by the relevant task force or the CES Steering Group on Population and Housing Censuses. These papers will be translated and made available before the Meeting in English, French and Russian.

15. All participants are welcome to submit one or more papers on specific experiences in their census. Papers should preferably focus on innovative practices and lessons learnt that could be useful for other countries. The organizers will communicate to the authors about the time available for the presentation, depending on the number of papers received.

16. Participants can submit papers in any of the working languages of the Meeting (English, French or Russian). For papers submitted in French or Russian, the authors are invited to submit a short abstract (maximum one page) in English. The contributed papers will be disseminated in the language in which they will be submitted. If resources allow, papers will be translated and disseminated also in other languages.

17. All papers will be made available on the website of the UNECE secretariat at the following location: <http://www.unece.org/stats/documents/2014.09.census1.html>

18. **The following deadlines and requirements apply:**

- Interested national statistical offices and other organizations that would like to contribute a paper for the Meeting should send an e-mail message to Mr Paolo Valente ([paolo.valente@unece.org](mailto:paolo.valente@unece.org)) by **30 April 2014**. The message should specify the title of the paper and the topic to which it refers. A short abstract of the paper (maximum one page) should be included, possibly in English.
- The full versions of papers, not exceeding 20 pages in length (including tables, references and annexes), should be sent to the UNECE secretariat by **15 August 2014**.
- Papers should be submitted in Word format to [paolo.valente@unece.org](mailto:paolo.valente@unece.org)
- Registration forms should be submitted by **1 September 2014** to [social.stats@unece.org](mailto:social.stats@unece.org).

19. Delegates are encouraged to download the papers from the website and bring their own copies to the Meeting. Documents posted on the web page before the Meeting will not be distributed in the conference room.

## VI. ACCOMMODATION

20. Participants are requested to make their own accommodation arrangements. The UNECE secretariat in Geneva is not in a position to provide such services to participants. Participants are advised to book hotel accommodation well in advance of the meeting since available rooms may be limited due to other meetings and events taking place in Geneva. The following information is also available:

- The closest hotel to Palais des Nations is the 5-Star Intercontinental.
- Cornavin, Suisse, Les Nations are four-star hotels and within 7-10 minutes to the Palais des Nations by buses 8, 5, 28, F, V, Z and tram 15.
- There are several three-star and four-star hotels near Cornavin, the main train station. These hotels are moderate in price and are 10 minutes by bus or tram and 25-30 minutes on foot from the Palais des Nations. Examples include: Eden, Manotel, Mon Repos, des Alpes, International and Terminus, Montana, Savoy, Suisse, and Windsor. Hotel Ibis Genève Centre Nations is in Grand Pre is in 5 minutes by bus.

## VII. FREE PUBLIC TRANSPORT IN GENEVA

21. Geneva International Airport offers incoming passengers a free ticket for public transport. The free tickets are available from a machine in the airport's baggage collection area and allow you to use any public transport (train, tram, bus) in Geneva and surrounding areas for a period of 80 minutes. Look for the machine pictured below after collecting your luggage and before walking out through the customs area.



22. The Geneva Airport is approximately 4 kilometres from the city centre. The train is the most efficient way to get into the city. Follow the signs to the airport railway station from the arrivals area. All trains leaving from the airport stop at the central Geneva-Cornavin station. The journey takes six minutes. The buses 5 and 28 will bring you from the airport to the Place des Nations.

23. Taxis are readily available from the airport. They are metered, so costs will vary, the journey from the airport into the city centre will usually cost around CHF 30.

24. When checking-in at your hotel you should receive a free [Geneva Transport Card](#), enabling you to use the entire Geneva public transport system free of charge throughout your stay.

25. Tourist and public transport information is available at the Unireso information desk in the airport arrival hall after you go through customs. More information on Geneva's free public transport initiative is available from:

- Public transport from Geneva Airport: <http://www.gva.ch/en/desktopdefault.aspx/tabid-62/>
- Free Geneva Transport Card: <http://www.geneve-tourisme.ch/en/useful-information/how-to-get-around/geneva-transport-card/>

## VIII. CURRENCY

26. The exchange rate of the euro and the Swiss franc is now around 1.25 francs per 1 euro and is subject to daily market fluctuations. For conversion rate please consult <http://www.ubs.com/1/e/index/bcqv/calculator.html>. Currency exchange facilities are available in the city centre and at the UBS bank branch at Palais des Nations, located on the ground floor of C building (door C6). It is open from 8:30 to 16:30, with no lunch break, from Monday to Friday.

## IX. INFORMATION AND CORRESPONDENCE

27. Should you have any questions regarding the information provided above, please contact:

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