

ECONOMIC COMMISSION FOR EUROPE

STATISTICAL COMMISSION

CONFERENCE OF EUROPEAN STATISTICIANS

Group of Experts on Business Registers

Geneva, 18-19 June 2007

INFORMATION NOTE

The Seminar is organised jointly with Eurostat and the Organization for Economic Co-operation and Development

The seminar will be held at the Palais des Nations
and will start at 10:00 a.m. on Monday 18 June 2007

I. PURPOSE OF THE SEMINAR

1. The joint UNECE/Eurostat Seminars on Business Registers have been organized every two years. From 2007 onwards these will be joint UNECE/Eurostat/OECD meetings. These meetings provide a forum for the discussion of methodological developments and an opportunity for national specialists to exchange views and experience on statistical Business Registers, which are fundamental for the statistical systems.
2. The purpose of the 2007 Seminar is to address existing gaps between western and eastern countries in this area while examining certain aspects of comparability and quality of BRs and their statistical outputs, and coordination of accounting and other administrative data for statistical users.

II. DRAFT PROGRAM OF THE SEMINAR

3. The room number will be communicated to you as soon as possible. In compliance with the major objectives listed above, the following four substantive topics will be discussed:
 - (a) Experience in developing enterprise group data, including work on MNEs and on profiling;
 - (b) Development of statistical outputs from business registers;
 - (c) Quality improvements in business registers, their implications for surveys and the measurement of user satisfaction;
 - (d) The role of the business register in coordinating accounting and other administrative data for statistical users.
4. The annotated agenda will be posted as soon as it will be available, on the Web page of the seminar at the following address: <http://www.unece.org/stats/documents/2007.06.busreg.htm>

III. ORGANISATION OF THE MEETING

5. The sessions will be introduced by a discussant after which the authors of invited papers will have the opportunity to present their papers and to answer any questions. Some of the supporting papers may be presented also. A general discussion will follow, and the discussant will summarize and conclude the session.

IV. WORKING LANGUAGES AND DOCUMENTATION

6. The working languages of the seminar are English, French and Russian. English/French/Russian interpretation will be available.

7. The invited papers will be sent for translation into the three working UNECE languages: English, French and Russian. In order to ensure the translation they should reach the UNECE Secretariat in electronic form by **26 March 2007**, at the latest. Supporting papers should reach the UNECE Secretariat not later than **16 April 2007**, as they will be distributed in their original language only.

8. Both invited and supporting papers should be sent in electronic form (as a Word document of no more than 8 pages in length, including tables, references, etc.) to Mrs. Vitalija Gaucaite-Wittich at e-mail: vitalia.gaucaite@unece.org. The supporting papers can be submitted in English, French or Russian, but since these documents will not be translated, authors are invited to submit their papers in English or provide its short translation in English. Authors of invited papers will have 10-15 minutes per paper for the presentation.

9. PowerPoint and Adobe presentations should be sent to the UNECE Secretariat by 4 June 2007 at the latest, so that they can be installed on the computer for presentation at the seminar.

10. All the documentation for the meeting will be available at the UNECE web site at: <http://www.unece.org/stats/documents/2007.06.busreg.htm> The French and Russian versions will be posted on the web page as soon as the translation is completed. Delegates are encouraged to download the documents from the website and bring their own copies to the meeting since they will not be distributed in the conference room.

V. PARTICIPATION, VISA REQUIREMENTS AND REGISTRATION

11. In accordance with standard UNECE practice, national statistical offices in the UNECE region are invited to send their experts. Furthermore, other United Nations member states are also invited to participate. Also a number of international organisations, e.g. UN, IMF and the World Bank are invited. All participants must be accredited by the competent authorities of their country or international organisation.

12. 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 to the Embassy of Switzerland in the country in which the participants reside, with a reference to the Joint UNECE/Eurostat/OECD Seminar on Business Registers. If necessary, the UNECE secretariat can provide a letter to facilitate obtaining a visa. This can be requested from the UNECE secretariat (e-mail: linette.blanchandin@unece.org; tel.: +4122 917 1272, fax: +4122 917 0040).

13. Representatives from national statistical offices and other government bodies as well as from international organizations, who wish to participate, should print and complete the Conference Registration form available at the end of the present note. Registration forms should be sent by fax or e-mail to Mrs. Linette Blanchandin (e-mail: linette.blanchandin@unece.org; fax: +4122 917 00 40) by **14 May 2007**, at the latest.

14. The information will be used to register participants with the UN Security Section and to obtain ID badges from Security offices. If you will be accompanied by your spouse, please complete a separate registration form for her/him.

VI. ACCOMMODATION IN GENEVA

15. **Participants are requested to make their own travel and hotel reservations.** The UNECE Secretariat in Geneva is not in a position to provide such services to delegates. Participants are advised to book hotel accommodation well in advance of the seminar, because hotels in Geneva are often fully booked in coincidence with large conferences or other events. In order to assist participants in organizing their accommodation, the UNECE secretariat provides a list of hotels on its website (<http://www.unece.org/stats/geneva.e.htm>). If difficulties are encountered, participants may contact their Permanent Mission in Geneva for assistance.

VII. SECURITY MEASURES AND ACCESS TO THE VENUE

16. In order to enter the Palais des Nations, where the meeting will be held, all participants need to obtain a security pass (ID badge). For this purpose, please present yourself with your passport and the original of the Conference Registration form Porte de Pregny (see attached map) by 8:30 a.m. at the latest on the first day of the meeting. The Security Identification Office is open Monday to Friday from 8.00 a.m. to 5.00 p.m. (non-stop). For identification and security reasons, delegates are requested to wear their security badges at all times while inside the Palais des Nations. Please also note that, due to new security procedures in place in the Palais des Nations, we advise delegates not to bring large luggage (e.g. suitcases) to the Palais. Such luggage is not permitted into the building, and there is only limited storage space for it at the Pregny entrance.

17. There are two gates that can be used by participants to enter the UN premises (see the map on at the end of document): the pedestrian passage at Place des Nations (tram 13, buses 5 and 8, stop Nations) (only for participants with I.D. badges) and the Pregny Gate (Avenue de la Paix 14, buses 8 and 18, stop Appia).

VIII. INFORMATION AND CORRESPONDANCE

18. All queries concerning the meeting should be addressed to:

UNECE

Mrs. Vitalija Gaucaite-Wittich
Economic Statistics Section
UNECE Statistical Division,
Palais des Nations
CH 1211 GENEVA 10
SWITZERLAND

Tel: +41-22 917 14 62
Fax: +41-22 917 00 40
E-mail: vitalia.gaucaite@unece.org

and

Mrs. Linette Blanchandin
Economic Statistics Section
UNECE Statistical Division
Palais des Nations
CH 1211 GENEVA 10
SWITZERLAND

Tel: +41-22 917 12 72
Fax: +41-22 917 00 40
E-mail: linette.blanchandin@unece.org

Eurostat

Mr Arto LUHTIO
European Commission
BECH Building - A4/081
L-2920 Luxembourg

Tel: +352-4301 34466
Fax: +352-4301 32600
e-mail: arto.luhtio@ec.europa.eu

OECD

Mr. Nadim AHMAD
Head of Business Statistics
OECD Statistics Directorate
2, rue André-Pascal,
75775 Paris Cedex 16

Tel. 33 (0) 1 45 24 8847
Fax. 33 (0) 1 45 24 9814
Email: nadim.ahmad@oecd.org



UNITED NATIONS OFFICE AT GENEVA

Please Print

Conference Registration

Date

Please fill in this form and fax it to the UNECE Secretariat (+41-22-9170040)
BRING THIS ORIGINAL with you to Geneva. An additional form is required for spouses.

Title of the Conference

Joint UNECE/Eurostat/OECD Seminar on Business Registers, Geneva, 18-19 June 2007

Delegation/Participant of Country, Organisation or Agency

Participant

Family Name

First Name

Mr.

Ms.

Date Of Birth

(DD/MM/YYYY)

Participation Category

Head of Delegation Members

☐

Observer Organisation

☐

Participating From / Until

Delegation Member

☐

NGO (ECOSOC Accred.)

☐

From

18 June 2007

Observer Country

☐

Other (Please specify below)

☐

Until

19 June 2007

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