

**UN STATISTICAL COMMISSION and
ECONOMIC COMMISSION FOR EUROPE**

CONFERENCE OF EUROPEAN STATISTICIANS

UNECE Training Workshop on Dissemination of MDG Indicators and Statistical Information for Central Asian and other CIS countries

(Astana, Kazakhstan, 23 – 25 November 2009)

INFORMATION NOTICE NO.1

I. INTRODUCTION

1. In order to promote the know-how and capacity of National Statistical Institutes (NSIs) in the Central Asian and other CIS countries on proactively disseminating Millennium Development Goal indicators and statistical information services UNECE is in collaboration with Statistics Kazakhstan organizing a Training Workshop on disseminating, communication and dissemination databases. This will be the last Training Workshop in the framework of the 2006-2009 UN Development Account project StatCapCA.

2. The Training Workshop will take place from 23 to 25 November 2009 in Astana, Kazakhstan. The venue of the training will be the Headquarters of the Agency on Statistics of Kazakhstan at the House of Ministries, 4th entry, 8 Orenbourg Street, Astana, Kazakhstan. Additional information on the workshop can be found at the following web site:

<http://www.unece.org/stats/documents/2009.11.dissemination.htm>

II. PURPOSE OF THE MEETING

3. “Only used statistical information is useful statistical information”. The same situation prevails as to Millennium Development Goal indicators. The StatCapCA project and a number of other projects have, together with substantial efforts of the NSIs in the targeted countries put much effort in having the indicators and other statistical information related to monitoring of progress against MDGs in Central Asian and other Commonwealth of Independent States (CIS) countries. This work has highlighted the need for better targeted, more proactive and technically improved data dissemination work, relevant to local and regional requirements. This Training Workshop aims at providing a good basis for future development of the dissemination activities in the NSIs in Central Asia and other CIS countries.

III. AGENDA OF THE MEETING

4. The meeting includes both presentations and discussion. The main topics for the meeting are:
- (a) Why disseminating Millennium Development Goal indicators is important and why dissemination should be proactive?
 - (b) The importance of segmenting the target audience(s); Why should there be different approaches in building relations to the main user segments of MDGs;
 - (c) Building relations with media;
 - (d) Current data management and dissemination tools and systems;
 - (e) Measuring and communicating data quality in statistical institutes;
 - (f) The importance of service databases in the dissemination processes - The UNECE approach;

- (g) Different software approaches for dissemination of statistical information;
- (h) The role of metadata in disseminating MDG Indicators and statistical information;
- (i) The importance of user friendliness when providing database services
- (j) The role of feedback in developing good dissemination practices;
- (k) The scope for future joint development of data management and dissemination tools.

IV. PARTICIPATION, ACCREDITATION AND REGISTRATION FOR THE MEETING

5. Heads of Departments or Divisions, responsible for the strategic approach of the NSIs marketing and dissemination activities as well as IT specialists, dedicated to work with user service (not mainly production) databases are the ideal participants of this Training Workshop and are invited to participate in it. The UNECE is in a position to finance travel and accommodation costs for two participants from each of the following countries: Azerbaijan, The Kyrgyz Republic, Moldova, Tajikistan, Turkmenistan and Uzbekistan. Participation of additional participants from these countries or from other CIS countries is encouraged, but will need to be financed from other sources. UNSIAP and/or UNESCAP participants, involved in MDG indicator and statistical reporting in this region, are welcomed to attend the meeting at their own expense.

6. All participants must be accredited by the competent authority of their country or international organization. Participants should complete the registration form attached to this notice and return it to the UNECE at your earliest convenience, and not later than **5 November 2009**. The registration form can be returned by email to natalija.erjavec@unece.org.

7. According to the information given in the registration form, it can also be returned by ground mail or fax.

8. All participants attending the meeting are requested to have a valid passport and, if required, a visa. For country specifications, see www.kazakhstan-tourist.com. Applications for visas must be made as soon as possible to the Embassy of Kazakhstan in the country in which the participant resides, with a reference to the UNECE Training Workshop on Disseminating MDG Indicators and Statistical Information for Central Asia and other CIS Countries. If a letter to facilitate obtaining a visa is needed, please send your request to Administrative Associate Ms. Sholpan Jandayeva at the UNDP agency in Astana, e-mail address sholpan.jandayeva@undp.org or fax +7 717 259 25 40. Please include your passport details in the request.

9. Please present yourself with your passport and the registration form at the Headquarters of the Agency on Statistics of Kazakhstan by 9:30 a.m. on 23 November 2009, the first day of the meeting.

V. ACCOMMODATION AND TRAVEL ARRANGEMENTS

10. A bloc reservation will be made by the UNECE in collaboration with Statistics Kazakhstan for all participants to stay at Hotel Mukammal at the address Pobeda Avenue 53/1, Astana.

11. UNECE will cover airfare, accommodation, breakfasts, lunches, dinner and coffee/tea breaks for the funded participants of the Training Workshop. Statistics Kazakhstan will arrange airport pick-up and transfers as well as transportation between the Hotel and the venue of the Training Workshop. Based on all these services, provided to the participants, a reduced per diem (DSA) for the funded participants, mentioned above in paragraph 5 will be provided for the duration of the meeting, excluding participants from the hosting country. Any other participant(s) will attend at their own costs. During the Training Workshop, the organizers of the Workshop will distribute to the funded participants DSA at the United Nations prevailing rate in Astana to cover other incidental expenses. If, for any reason, the participant is unable to attend for the full duration of the Workshop, a proportionate reduction in the allowance will be made.

12. UNECE will make arrangements to issue most direct economy air tickets for UNECE-funded participants to travel from the country of their residence to Astana and return. Do not make any individual air ticket purchases before receiving instructions from the UNECE.

13. Please note that UNECE will not assume responsibility for any other expenditure, including the following:

- All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- Salary and related allowances for the participants during the period of the meeting;
- Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the meeting;
- Compensation in the event of death or disability of participants in connection with their attending the meeting;
- Any loss or damage of personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;
- Any other expenses of a personal nature, not directly related to the purpose of the meeting.

14. In order to obtain the DSAs, UNECE-funded participants need to submit on the first day of the meeting:

- A copy of the passport showing personal details, including photo and the immigration stamp in Astana;
- A copy of the air ticket;
- Boarding pass(es).

15. Participants are advised to ensure that they have adequate travel and medical insurance for the duration of the meeting.

16. Any questions regarding travel arrangements or other issues concerning the meeting should be addressed to UNECE, Ms. Natalija Erjavec, natalija.erjavec@unece.org, Tel +41 22 917 3401. For questions regarding registration and travel arrangements please use the contact information given in section VII.

VI. WORKING LANGUAGE AND DOCUMENTATION

17. The working languages of the meeting are English and Russian. There will be simultaneous interpretation English-Russian-English in the meeting to facilitate participation in discussions.

18. Documentation for the meeting will be available at the UNECE web site at: <http://www.unece.org/stats/documents/2009.11.dissemination.htm> .

19. Materials will be made available shortly before the meeting. Participants are encouraged to download the documents from the website and bring their own copies to the meeting.

VII. FURTHER INFORMATION AND CORRESPONDANCE

20. For any request concerning the workshop, the following persons in the UNECE Secretariat may be contacted:

Ms. Natalija Erjavec
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Annex
Приложение

REGISTRATION FORM
РЕГИСТРАЦИОННАЯ ФОРМА

Training Workshop on Dissemination of MDG Indicators and Statistical Information for Central Asian and CIS Countries

23 - 25 November 2009, Astana, Kazakhstan

Учебный семинар по распространению индикаторов ЦРТ и статистической информации для стран центральной Азии и СНГ

23 – 25 Ноября 2009 г. Астана, Казакстан

Family name (Mr./Ms.): **First name:**
Фамилия (г-н, г-жа) Имя

Delegation (County and organization):
Делегация (страна и организация)

Professional title:
Должность

Official address:
Официальный (*Name and address of government body, organization or company*)
адрес (Название и адрес учреждения, организации или компании)

Street/Улица:

City/Город: **Postal code/Почтовый индекс:**

Telephone/Телефон: **Fax/Факс:**

E-Mail: **Nationality/Национальность:**

Date and place (city and country) of birth/
Дата и место (город и страна) рождения:

Please complete this form and send it by email to the UNECE by 30 October 2009 /
Просьба заполнить этот бланк и направить его по электронной почте в ЕЭК ООН до 30 октября 2009 г.

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