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**UNITED NATIONS STATISTICAL COMMISSION and
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**

Joint UNECE/Eurostat/OECD meeting on management of statistical information systems (MSIS)
(Oslo, 18-20 May 2009)

SHARING ADVISORY BOARD – OPERATING PROCEDURES

Prepared by the MSIS Task Force on Software Sharing ¹

I. STATUS AND CHARACTERISTICS

1. The Sharing Advisory Board (SAB) is a team of specialists established under the Conference of European Statisticians (CES), and reporting to that body via the annual Work Sessions on the Management of Statistical Information Systems (MSIS), and the Steering Group for those Work Sessions.
2. The SAB addresses the specific area of the sharing of software between national and international statistical organisations, including the mechanisms and suitability of individual applications for sharing, and providing a focus for the convergence of information systems architectures. It will also facilitate collaborative software development, encouraging the use of common standards.

II. MEMBERSHIP AND OFFICERS

3. The SAB is comprised of seven members, who are governmental experts, eminent specialists or representatives of international organisations. Any participant in MSIS Work Sessions is eligible for election to the SAB. The members of the SAB undertake to devote the time necessary to an adequate discharge of their duties. To the extent possible, consideration is given to ensuring an appropriate geographical balance in the membership of the SAB.
4. The members of the SAB will be elected during MSIS Work Sessions for a two-year period. No member of the SAB may serve more than two consecutive terms. They will appoint from amongst themselves a Chairperson and, if deemed necessary, a Vice-Chairperson. If a member leaves the SAB, a new member may be co-opted until the time of the next MSIS Work Session, when a new member is elected.
5. Members of the SAB, with the support of the secretariat, will undertake the substantive work agreed in the annual work plan, within the strategic guidelines agreed by the Bureau of the CES, and will contribute to the preparation of the annual report to MSIS Work Sessions and two-yearly report to the Bureau of the CES.

¹ Mr Marton Vuksan (Chair - Netherlands), Mr Alistair Hamilton (Australia), Ms Karen Doherty (Canada), Mr Carlo Vaccari (Italy), Mr Rune Gloersen (Norway), Mr Leonhard Maqua (Eurostat), Mr Antonio Consoli (Eurostat), Mr Lars Thygesen (OECD), Mr Valentin Todorov (UNIDO), Mr Steven Vale (Secretariat - UNECE)

III. METHODS OF WORK

6. The Bureau of the CES, in approving the mandate of the SAB, will determine the strategic scope of the work of the SAB, and the broad achievements expected of it.

7. The SAB will create proposals related to software sharing and the harmonization of information systems architectures to be approved by the annual MSIS Work Sessions. If necessary, more strategic decisions can then be referred to the CES or its Bureau, for approval by the heads of national and international statistical agencies. This ensures sufficient technical knowledge for thorough preparation of proposals and enough decision power to ensure implementation. The Sharing Advisory Board will then oversee the implementation and report back to MSIS Work Sessions.

8. The SAB will prepare a report for approval at each MSIS Work Session on progress and the work plan for the coming year. Every two years the SAB will submit a similar, but more strategically-focused report to the Bureau of the CES, alongside a request to either extend its mandate for an additional two years, or to dissolve it.

9. The SAB will work mainly via electronic communication and telephone or video conferencing, however it shall meet physically at least once per year, usually in conjunction with the annual MSIS Work Session. Other physical meetings will be arranged as necessary.

10. SAB may also:

- Make the results of its work available to enterprises or any other user;
- Arrange for any project or study that may be required to further its objectives to be carried out by a subsidiary group or a third party.

IV. THE SECRETARIAT

11. The UNECE secretariat will:

- Support the SAB, providing assistance in the scheduling of meetings and other activities for adoption by the group, organizing missions, workshops, seminars and training sessions as necessary;
- Assist in preparing the annual report to MSIS Work Sessions, and the two-yearly report to the bureau of the CES;
- Record the decisions of the SAB and ensure these are effectively communicated.