

**Workshop on Human Resources Management and Training
Developing Capabilities for the Future**

Information Notice No. 1

1. At the invitation of the Central Statistical Office of Poland, the UNECE with support from EFTA will organise the workshop on Human Resources Management and Training: Developing Capabilities for the Future, on 7- 9 September 2016 in Krakow, Poland. The workshop will start at 09.30 on 7 September, and will end by 12.30 on 9 September.

2. From 13.30 to 17.30 on 9 September a special session for the Eastern European, Caucasus and Central Asian countries will be held.

I. PURPOSE AND TARGET AUDIENCE OF THE WORKSHOP

3. The Workshop on Human Resources Management and Training (HRMT) is organised by the Modernisation Committee on Organisational Framework and Evaluation. This Committee is one of the four committees under the High-Level Group for the Modernisation of Official Statistics (HLG-MOS) that was created by the Bureau of the Conference of European Statisticians (CES) in 2010. It has developed a vision and strategy for the modernisation of statistical production and services, both of which have been endorsed by the CES.

4. The purpose of the workshop is to discuss and share best practices in the area of the human resources management and training among the National Statistical Offices in the UNECE region.

5. In the afternoon on 9 September a special session at the workshop for the East European, Caucasus and Central Asian (EECCA) countries will be held. This session will focus on the increasing knowledge of good practices in HRMT in the National Statistical Offices and increasing capacity to implement and improve HRMT practices, particularly in the area of attracting and retaining competent staff and future developments of the staff members.

6. The target audience of the workshop is mid to senior level staff members responsible for human resources management and training in their respective organisations.

II. AGENDA OF THE WORKSHOP

7. The programme of the workshop will consist of the following substantive topics:

Topic 1: Modernising National Statistical Offices

- Human resources in the context of modernisation
- Modernisation Committee activities in 2015-16 (guidelines and best practices for managers, risk management practices, big data skills profiles)

Topic 2: Capabilities development

- New and important competencies of the future, capacities needed to move forward on modernisation, big data skills profiles, experience with implementing skills profiles, upskilling of staff, facilitating capabilities development, knowledge acquisition, practical steps to take, assessing the effectiveness of capabilities development

Topic 3: Managing Human Resources in the context of modernisation

- Workforce planning, preparing human resources for changes, managing performance, reshaping organisational structures in times of change, centralisation vs decentralisation, marketing of modernisation with the organisation

Topic 4: Staff motivation/employee engagement

- Motivation and de-motivation in the context of modernisation and change, best practices in increasing employee engagement, measuring staff motivation

Topic 5: Practical Training and Learning materials and methods (poster session)

- Training materials related to building competencies, modernising statistics, staff working with Big Data, training methods options and challenges, the European Masters in Official Statistics (EMOS), exchange of officials, summer schools

Topic 6: Best practices in capabilities development (poster session)

- Best practices to facilitate capabilities development, knowledge and skill acquisition, organisational readiness for modernisation, upskilling of staff, experience with testing/implementation of skills profiles, practical next steps

Special Session for the EECCA countries: How to attract competent staff and to provide accurate training for the future development of staff

III. ORGANISATIONAL ASPECTS

A. Participation and Accreditation

8. Representatives of all Member States of the United Nations and of interested intergovernmental organisations are welcome to participate in the work session. Participants representing non-governmental organisations in a consultative status with the United Nations Economic and Social Council may also attend. All participants must be accredited by the competent authorities of their country or international organisation.

9. All participants attending the workshop are requested to have a valid passport and, if required, a visa. Applications for visas should be made as soon as possible to the Polish Embassy in the country in which the participant resides, with a reference to the UNECE Workshop on Human Resources Management and Training. **A letter to facilitate obtaining a visa can be requested from the International Cooperation Department in the CSO of Poland (intrelations@stat.gov.pl).**

10. Invitees should inform the UNECE secretariat before **30 April** if they intend to participate at the workshop.

11. Participants should register by **30 June** by completing on-line registration form: <https://www2.unece.org/uncdb/app/ext/meeting-registration?id=FS9vHE>

B. Travel and Accommodation

12. Participants and/or their offices are requested to make their own travel arrangements and hotel reservations. Information about the venue of the workshop and suggested accommodation will be provided in the Information Notice N2 in May 2016.

13. The organisers regret not being able to assist participants in their travel arrangements (air tickets, trains, local transportation, etc.). The UNECE secretariat can not provide any financial support or take any responsibility for financial arrangements with respect to travel or accommodation.

C. Documentation, Methods of Work and Official Languages

14. The official language of the workshop will be English with the interpretation into Russian. Any contributions could, therefore, be submitted in both languages. Contributions can include papers, presentations, posters, demonstrations and videos. Other forms of contribution can be proposed. The following deadlines and requirements apply:

- Any organisations wishing to submit a contribution to the workshop, are requested to send **a short abstract and indicate the topic** to which the contribution will refer, as well as author name(s) and contact details, to the UNECE secretariat (tetyana.kolomiyets@unece.org) as soon as possible and **by 30 April 2016 at the latest**.
- Organisations will be notified by **15 May 2016** if their contribution has been accepted by the HRMT Organizing Committee.
- Contributions should be sent to the UNECE secretariat (tetyana.kolomiyets@unece.org) **by 30 June 2016**. Any papers should be submitted in electronic format in **MS Word**, and should not exceed 10 pages in length.

15. On the basis of the contributions received, the Organising Committee of the workshop will decide which of them will be allotted time for presentation. Please note that due to the nature of the workshop, **only a limited number of contributions will be presented**, others will be used as room documents.

16. All contributions as well as the provisional agenda and timetable will be made available on the workshop's website at: www.unece.org/index.php?id=41259#/

17. Participants are encouraged to download the papers from the website and bring their own copies to the workshop. Documents posted on the website before the workshop will not be distributed in the conference room.

IV. FURTHER INFORMATION

18. For further information, please contact:

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