

**UNITED NATIONS
ECONOMIC COMMISSION FOR EUROPE**

**EUROPEAN COMMISSION
EUROSTAT (STATISTICAL OFFICE
OF THE EUROPEAN COMMUNITIES)**

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(à rappeler dans la réponse)
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19 June 2001

Dear,

Subject: Joint UNECE/Eurostat Work Session on Statistical Metadata (6-8 March 2002, Luxembourg)

In accordance with the program of work of the Conference of European Statisticians for 2002-2003 and with Eurostat's work programme, the joint UNECE/Eurostat Work Session on Statistical Metadata (METIS) will be held in Luxembourg from 6 to 8 March 2002.

The agenda comprises the following topics:

- (i) Infrastructure issues for statistical metadata;**
- (ii) Users and metadata, statistical information portals;**
- (iii) Metadata and quality.**

The explanatory notes to the topics are attached in Annex 1 for your convenience.

The topics will be considered based on two main categories of contributions: **invited papers** and **contributed (or supporting) papers**. The ECE secretariat has contacted the following countries and institutions with a request to prepare invited papers: Australia, United States, Eurostat and IMF (for topic (i)); Canada, United States and United Kingdom (for topic (ii)); and Eurostat, IMF and OECD (for topic (iii)). The invited papers will provide the main basis for discussion on the given item and will be presented by their authors. However, the other papers which countries contribute to the meeting (supporting papers) are also welcome and, although they will not be individually presented, issues raised in them may also be discussed under that item. As with the invited papers, any supporting papers should address a specific agenda item.

We would appreciate it very much if you could inform the ECE secretariat before 31 July 2001 whether your country/organization intends to submit a contribution on the topics mentioned above. We would be grateful if you could let us have the participant(s) name(s) at the same time. The meeting will be held in English only.

The papers should preferably not exceed 10 pages and should be submitted together with a one-page

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summary to the ECE secretariat by 30 November 2001 at the latest to allow for reproduction and distribution before the meeting. Contributions should be sent to us in electronic form preferably by e-mail (address: jana.meliskova@unece.org) or on floppy disk (Word Perfect, Word or ASCII). In preparing the papers we strongly recommend to follow the format set out in the template attached in the Annex 2.

Documentation for the Work Session will be distributed through Internet where available.
Address: <http://www.unece.org/stats/>

Should you have any queries concerning the meeting, please contact Mrs. Jana Meliskova, UN/ECE Statistical Division, tel.: +41 22 917 41 50; fax +41 22 917 00 40, e-mail: jana.meliskova@unece.org.

We look forward to hearing from you soon.

Yours sincerely,



Paolo Garonna
Director
Statistical Division
Economic Commission for Europe



Photis Nanopoulos
Director
Directorate A
Eurostat

ANNEX 1

EXPLANATORY NOTES TO TOPICS

I. Infrastructure issues for statistical metadata

This session will focus on the technical questions related to metadata infrastructure: concerning practical tools and technical solutions, on the one hand, and the search, thesauri and terminological issues on the other hand. Papers in this session can address a variety of issues:

- Repository design,
- Technical solutions for integrating multiple (stovepipe) macro-level sources,
- Use of XML, XML schema, etc. (Who is doing what? How?),
- Organizing and managing the maintenance and updating of metadata (metadata life-cycle),
- Building and maintaining thesaurus and similar types of thematic or topical classification systems,
- Search engines and their implementation within a statistics website,
- Practical tools for documenting data,
- Role of metadata in integrating statistical information Websites with broader government portals.

II. Users and metadata, statistical information portals

This session will deal with metadata and information portals from the content and user oriented perspective. The papers can touch on a number of issues:

- Use of metadata for explaining statistics, improving statistical literacy, etc.,
- Statistical "info-tainment", role of multimedia in integrating metadata with data,
- Use cases: how does the use of metadata vary by type of user, user task, etc.?
- Aids for information seeking, including site design of portals,
- "wide-area-data-web",
- Integrating statistical agency metamodels with end-user access systems,
- Information retrieval aspects, query languages for users, terminology,
- User studies focused on the use of metadata.

III. Metadata and quality

Questions of data and metadata quality have lately attracted increased attention in statistical offices and on international level. Metadata is the main tool for providing information about data quality. At the same time, the quality of metadata as such is important fulfil its role in data production and dissemination. The papers can consider the following issues:

- What measures of data quality should be provided and how?
- How to use the internet for integrating data quality metadata with the data,
- Standards and priorities for data quality metadata,
- Assessing the quality of metadata, the users' perspective,
- How to develop quality measures within administrative records system, i.e., automatic metadata creation,
- How to assess metadata quality across countries.

ANNEX 2

TITLE OF PAPER IN TIMES NEW ROMAN 12 POINT BOLD

Invited/Contributed paper

Submitted by (name of Institute, country)

Text left aligned in 11 or 12 point Times New Roman font

Abstract: A short abstract of contents not exceeding one paragraph may be inserted here before the Introduction.

I. INTRODUCTION (in bold capital letters)

1. The first section should be the introduction. Each section should be numbered with roman numerals (I. II. III. etc.) and each paragraph numbered consecutively (1. 2. 3. Y). The paper should finish with the Conclusions, followed by the References. The headings of each section should be in bold, capital letters. Sub-headings should be in bold initial capitals and lettered A. B. C. etc.

2. Paragraphs should be left aligned with a blank line between paragraphs in either 11 or 12 point Times New Roman font. Footnotes should be in Times New Roman 10 point font. Margins should be set at 2.5 on top and left, 2 on right and bottom.

3. The size of the paper in terms of memory must be limited (preferably not exceeding 1 MByte). Bigger papers cause many problems when handling, printing, disseminating and archiving.

4. In general, we cannot reproduce colour pictures on paper. They will be copied in black-and-white, but the colours will be visible on Internet. Therefore, converting colour images to black-and-white is a possible solution for reducing the document size in Bytes.

5. If the paper includes a lot of graphics, formulas, etc., please also send us a hard copy.

6. Please DO NOT include in your papers:

- company logos (the name of the author and the institution where he/she works is sufficient);
- page headers/footers;
- built-in or user-defined styles;
- coloured or shaded background;
- too many pictures/graphics.

A. First Sub-heading under Section I (in bold initial caps)

B. Second Sub-heading under Section I, etc.

II. SECTION HEADING

III. CONCLUSIONS

References

Name of author, title of reference paper, publishing year etc.