

Distr.  
GENERAL

INF.1  
20 January 2006

ENGLISH ONLY

**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 Work Session on Statistical Metadata (METIS)**  
(Geneva, 3 – 5 April 2006)

### **INFORMATION NOTICE No. 1**

The meeting will be held at the Palais des Nations, Geneva, from 3 to 5 April 2006,  
starting at 10 a.m. on 3 April 2006

#### **I. PURPOSE OF THE MEETING**

1. The aim of the meeting is to exchange experience among statisticians and other experts and to identify best practices in the field of statistical metadata. By this we mean information on concepts and classifications and the statistical process of data collection, processing and dissemination.

#### **II. AGENDA OF THE MEETING**

2. The work programme of the meeting will consist of the following substantive topics:

- (i) Metadata in a Corporate Context;
- (ii) Metadata Concepts, Standards, Models and Registries;
- (iii) Metadata and the Statistical Cycle; and
- (iv) Implementation.

3. These topics centre on the Statistical Metadata Framework document that was developed after the last meeting of METIS in 2004. Explanatory notes to individual topics on the agenda are provided in section VI of this Information Notice.

#### **III. PARTICIPATION AND ACCREDITATION**

4. Representatives of all Member States of the United Nations, and of interested intergovernmental organizations, are welcome to participate in the meeting. Participants representing non-governmental organizations 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 organization.

5. All participants attending the work session 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 Work Session on Statistical Metadata. If necessary, the UNECE secretariat can provide a letter to facilitate obtaining a visa.

6. Representatives from national statistical offices and international organizations who wish to participate should complete the attached registration form and return it to the UNECE secretariat **by 28 February 2006**. Those participants who wish to contribute a paper or make a presentation should note the earlier deadlines and requirements in Section V below.

#### **IV. ACCOMMODATION**

7. Participants are requested to make their own hotel reservations. In order to assist them in organizing their accommodation, the UNECE secretariat provides a list of hotels on its website (<http://www.unece.org/stats/geneva.e.html>). If difficulties are encountered, participants may contact their Permanent Mission in Geneva for assistance.

8. A plan of the UN premises at Geneva and explanation on how to obtain the required security passes, will be sent to each delegate after their registration has been processed.

#### **V. DOCUMENTATION, METHODS OF WORK AND OFFICIAL LANGUAGES**

9. The working language of the meeting is English and translation and interpretation facilities will not be available. Therefore, the documents must be submitted in English only.

10. The following deadlines and requirements apply:

- Interested statistical offices should inform the UNECE secretariat, Eurostat and OECD (see addresses below) of their intention to contribute a paper or make a presentation (indicating the topic) **by 15 February 2006**.
- A short abstract of the paper should also be sent to the Session Organizer and UNECE secretariat **by 15 February 2006**.
- The full versions of papers, not exceeding 10 pages, should be sent to the UNECE secretariat **by 15 March 2006 at the latest**.
- The UNECE secretariat is able to process documents submitted in MS Word and RTF formats. Exceptionally, a PDF file can be accepted, provided the formatting and numbering meets the requirements for this meeting (please contact the UNECE secretariat for further information).

11. For each substantive item on the agenda, Session Organizers will invite 2-3 speakers to write an **invited paper** and to present them at the meeting. All other participants are welcome to submit a **supporting paper** to any topic on the agenda. The supporting papers will be distributed to the delegates. They will be summarized by the discussants and the issues raised in them will also be discussed.

12. Invited and supporting papers will be made available on the website of the UNECE secretariat at the following location:

**<http://www.unece.org/stats/documents/2006.03.metis.htm>**

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

## **VI. EXPLANATORY NOTES TO THE AGENDA**

### **(i) Metadata in a Corporate Context**

Session Organizer: Bo Sundgren, Statistics Sweden

e-mail: bo.sundgren@scb.se

14. A statistical metadata system must be an integral part of the strategic direction of a statistical organization. For this reason, it is vital that senior management is directly involved in any metadata project. This topic explores the approaches being taken to inform senior managers of the issues relating to metadata management.

15. Issues addressed should include:

- characteristics and elements of an effective metadata management system;
- the metadata needs of different uses / users (internal purposes, end-users of statistical agency output, international comparison purposes);
- processes for keeping staff and senior managers informed about metadata issues.

### **(ii) Metadata Concepts, Standards, Models and Registries**

Session Organizer: Paul Johanis, Statistics Canada

e-mail: paul.johanis@statcan.ca

16. This topic includes issues relating to:

- terminology - development of standard terminology at agency, national and international levels and vehicles for the promotion of standard terminology;
- definitions, purposes and taxonomies;
- metadata standards, guidelines and recommendations at the agency, national and international levels (current and those in the process of being developed);
- common metadata constructs;
- metadata models;
- metadata registries and registration processes;
- interchange of data and metadata at both the national and international levels.

### **(iii) Metadata and the Statistical Cycle**

Session Organizer: Graeme Oakley, Australian Bureau of Statistics

e-mail: graeme.oakley@abs.gov.au

17. The session will focus on the role of metadata in different phases of the statistical cycle:

- survey planning and design;
- survey preparation;
- data collection;
- input processing;
- derivation, estimation, aggregation;
- analysis;
- dissemination;
- post survey evaluation.

**(iv) Implementation**

Session Organizer: Max Booleman, Statistics Netherlands

e-mail: mbln@cbs.nl

18. The Statistical Metadata Framework developed following the 2004 METIS meeting includes information about practical experiences of national statistical offices that have recently implemented or re-engineered their statistical metainformation systems.

19. The discussion on this topic will focus on:

- implementation planning and management;
- identification of recommended practice in the implementation of metadata systems, etc;
- usability considerations;
- infrastructure development options (e.g. build, buy, sharing and collaboration between NSOs, open source software);
- updating and improving statistical processes;
- change management:
  - influencing corporate culture (includes communication plans);
  - transition planning and management.



**UNITED NATIONS OFFICE AT GENEVA**

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**Conference Registration**

Date

Please print this form, complete it and fax it to the UNECE Secretariat (+41-22-917 00 40). Please BRING THIS ORIGINAL with you to Geneva. An additional form is required for spouses.

Title and dates of the meeting:

**Joint ECE/Eurostat/OECD Work Session on Statistical Metadata (METIS) Geneva, 3 - 5 April 2006**

Delegation of Country, Organisation or Agency:

Participant

Family Name

First Name

Mr.

Mrs.

Ms.

Date Of Birth

( DD/MM/YYYY)

Participation Category

Head of Delegation Members

Observer Organisation

Participating From / Until

Delegation Member

NGO (ECOSOC Accred.)

From

Observer Country

Other (Please specify below)

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