

**UNITED NATIONS STATISTICAL COMMISSION
ECONOMIC COMMISSION FOR EUROPE
CONFERENCE OF EUROPEAN STATISTICIANS**

UNECE Workshop on the Common Metadata Framework
(Vienna, Austria, 4-6 July 2007)

INFORMATION NOTICE No. 1

At the invitation of Statistics Austria,
the meeting will be held at Statistics Austria, Guglgasse 13, Vienna, Austria, from 4 to 6 July 2007

I. PURPOSE OF THE WORKSHOP

1. The purpose of the workshop is to progress work on Part C of the Common Metadata Framework (CMF). Part C, the third part of the CMF, should contain information, case studies, best practices and other material to assist the metadata developer in a national statistical office design and develop a statistical information system relevant to the business requirements of their office. The structure of Part C was agreed following the April 2006 Work Session on Statistical Metadata and is described in more detail on the CMF website at www.unece.org/stats/cmf/.
2. Statistical metadata is relevant to all stages of the statistical processing cycle, although many statistical agencies have had an initial focus on metadata being published during the dissemination phase. There are a growing number of examples of statistical agencies viewing statistical metadata as part of their data collection processes. Part C aims to help statistical offices effectively manage metadata throughout the statistical cycle. This workshop will enable experts to explore the surrounding issues and determine the content to be included in the framework.

II. AGENDA OF THE MEETING

3. The substantive programme of the workshop is structured to generate content for the Common Metadata Framework, and based on discussion of the following topics:
 1. Models of the Statistical Cycle
 2. Functions and attributes of statistical metadata
 3. Organizational, managerial and cultural aspects of metainformation systems

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. 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. A letter to facilitate obtaining a visa can be requested from the UNECE secretariat.
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 10 May 2007**. The same deadline applies if participants wish to make hotel reservations using the weblink that will be supplied by Statistics Austria. 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 AND VENUE

7. Participants are requested to make their own hotel reservations. Statistics Austria will develop a website for participants to assist with hotel reservations. The information about the hotels and the link of the hotel reservation website, as well as a plan of Statistics Austria and general information about the venue, will be presented in INFORMATION NOTICE No.2 by the end of March. This will be made available on the website referred to in paragraph 10 below. Hotel reservations are to be made until **10 May 2007**.

V. DOCUMENTATION, METHODS OF WORK AND OFFICIAL LANGUAGES

8. 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.
9. The workshop will be facilitated to encourage discussion and generate input into the development of Part C of the CMF manual. Any contributions, such as papers and presentations, that will help stimulate discussion of the proposed topics, are welcome. The following deadlines and requirements apply:
 - Interested statistical offices should inform the UNECE secretariat of their intention to make a contribution **by 27 April 2007**. Please send an email indicating the topic and nature of the contribution to jessica.gardner@unece.org.
 - The final versions of any papers should be sent by email to jessica.gardner@unece.org by **6 June 2007 at the latest**. The secretariat is able to process documents submitted in Microsoft 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).
 - An outline of proposed presentations should be sent by email to jessica.gardner@unece.org by **22 June 2007**, with the final presentation to be sent before **29 June 2007**.
10. Submitted papers and presentations will be made available on the website of the UNECE secretariat through the following location:

<http://www.unece.org/stats/documents/2007.07.metis.htm>
11. Delegates will be advised when these materials are available and are encouraged to download them 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

Topic (i): Models of the Statistical Cycle

12. There is a tentative agreement on what the statistical cycle is. However, when it comes to details, the models differ. One of the purposes of this topic is to discuss models of the statistical processing cycle. Contributors may also consider differences between statistical cycles, for example, the impact of different sources, such as surveys, censuses or administrative records.

Topic (ii): Functions and attributes of statistical metadata

13. The role of this topic is to have a detailed discussion about metadata in the context of the statistical cycle. It is suggested that an explanation of process and operational metadata be presented, by providing a definition, explaining what this metadata does, and giving examples.

Discussion may also focus on issues surrounding metadata quality, risks, and problems related to each phase of the cycle. The following may provide a provisional list of phases:

Survey planning and design

Sampling design (technical)
Sampling design (implementation)

Survey preparation

Stakeholder consultation and prioritising
Methodological studies
Administrative sources assessment

Data collection

Data collection (field, electronic, mail)

Input processing

Editing, validation, coding, derivations

Derivation, Estimation, Aggregation

Weighting and estimation

Analysis

Simple analyses and quality assessments
Index number construction
Time-series analyses
Other advanced analyses

Dissemination

Confidentiality assurance
Information and data dissemination

Post survey evaluation.

Data management

Topic (iii): Organizational, managerial and cultural issues of metainformation systems

14. This topic will consider roles and responsibilities of subject matter statisticians, metadata managers, senior managers and other participants in the statistical cycle. Issues relating to change management, metadata quality, centralised versus decentralised metainformation systems, legal aspects, partnership and cooperation, outsourcing versus in-house development, and training and knowledge management may be also discussed.

V. FURTHER INFORMATION

15. Please contact the UNECE Secretariat for further information:

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16. Should you need any organizational information from Statistics Austria, please contact:

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REGISTRATION FORM

This form should be completed and sent by **10 May 2007** to:

Ms. Jessica Gardner
Fax: +4122 917 0040
E-mail: jessica.gardner@unece.org

1.	1. Surname (Family name): Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	2. First name:
3. Representing (country / organization):		
4. Job Title:		
5. Office mailing address:		
6. Tel. No.: (office) (mobile)		7. Fax No.:
8. E-mail address:		
9. Please indicate topic ((i)-(v)) and title, if you intend to present a paper:		
10. Date and time of arrival in Vienna:		11. Date and time of departure from Vienna:
12. Special requirements:		

Please do not forget to make your Hotel reservation via the weblink provided by Statistics Austria before 10 May 2007 . The link will be published in Information Notice No. 2 on the meeting website (<http://www.unece.org/stats/documents/2007.07.metis.htm>) before the end of March.