

**ECONOMIC COMMISSION FOR EUROPE
STATISTICAL DIVISION**

English Only

**ECE/UNDP Task Force Meeting
on a Regional Gender Web-site**
(Geneva, 2-4 May 2001)

Final Report

29 May 2001

Introduction

With the financial assistance of the UNDP, the ECE/UNDP Task Force Meeting on a Regional Gender Statistics Website was held in Geneva on 2-4 May 2001. The project on a Regional Gender Statistics Website was launched in October 2000 in Orvieto, Italy on the occasion of the ECE/UNDP Workshop on Gender Statistics for Policy Monitoring and Benchmarking and the Work Session on Gender Statistics. In Orvieto, the project was first presented and discussed, and it was agreed that a Task Force of gender statistics experts would act as an advisory board to guide the implementation of the website.

The main tasks of the Task Force were the following:

- to recommend a set of indicators to evaluate the situation of women and men in member countries;
- to recommend a timeframe to use for the indicators and statistical series;
- to propose a process for data collection and data revision;
- to discuss a set of rules for countries to use agreeing to be active members of the website;
- to give guidance on further website development;
- to decide on a follow-up agenda and meeting.

The Task Force meeting was attended by thirteen participants from different ECE member countries, including a representative from the European Commission. The participants were from national statistical offices and national organisations concerned with gender issues and statistics. Those who participated in the Orvieto meetings but were not able to attend the Task Force meeting will be able to comment on the present report and conclusions online on the ECE Statistical Division website (<http://www.unece.org/stats/>).

Opening of the Task Force meeting

It was agreed by the meeting attendees that Ms. Rina Camporese and Ms. Beatrix Wiedenhofer would share the task of chairing the Task Force meeting. The participants approved the agenda for the meeting.

The first substantive agenda item regarding the common set of indicators was divided into eight parts covering the following areas: Population and environment; Families and households; Work and the economy; Education and communication; Public life and decision making; Health; Crime and violence; Living conditions and social protection. For each sub-item, the secretariat had prepared a discussion paper which had been made available to participants prior to the meeting. Each paper was briefly introduced by a member of the ECE Secretariat, and was followed by a discussion of the proposed indicators and an agreement on a revised list of indicators.

The other agenda items were dedicated to: Indicators for gender values and stereotypes; General indicators; Website issues; Future website development.

Ms. Lene Mikkelsen, Team Leader and focal point for gender statistics in the Statistical Division of the UNECE, welcomed the participants and gave some clarifications to the meeting agenda and the discussion papers. The project of establishing a regional website with gender statistics and related information is part of a larger, UNDP funded project to monitor human development in Central and Eastern Europe (CEE) and the Commonwealth of Independent States (CIS). She thanked the participants for having volunteered to be part of the Task Force and emphasised the important advisory role it would play during the establishment phase of the website. The ECE secretariat plans to benefit from the advice of the Task Force members as much as possible and resolves to use e-mail communication between meetings to discuss specific matters.

Ms. Mikkelsen reminded the attendees that the broad areas used for the indicators were those defined at the Orvieto meeting (October 2000) and which were also used in the website consultation questionnaire.

The new area - “Values and stereotypes” - had been proposed during this consultation and was put on the agenda for discussion.

The discussion papers had been prepared on the basis of an extensive inventory of indicators for each area. To narrow down this choice of indicators, a set of relevant criteria for the intended use of the indicators was defined and a subset was thus derived. The grouping of the indicators into four categories – core, supporting, background and future – reflected a prioritisation in the development of the indicators and therefore would not necessarily be used on the website. She had also pointed out that the format used to present the indicators in the working papers was not the final one, and that it would have to be evaluated before the most suitable presentation format could be chosen. The general approach for the presentation of the indicators throughout the website would be as simple as possible so that users not familiar with statistics could easily judge the level of equality between women and men.

It was also explained that the long-term objective to improve the quality of gender statistics produced and disseminated in the region would be achieved through the implementation of several tools provided on the website, e.g., methodological files, section with guidelines and standards, and a framework for quality monitoring.

Summary of the discussion on the common list of indicators

Please note that all indicators are disaggregated by sex (if applicable).

Population

The Task Force agreed that indicators on countries’ population structure were needed on the website because of the wide-ranging economic and social consequences of changes in population structure (overall and specifically in rural regions) caused by population ageing or the influx of large populations (refugees and immigrants). Therefore, it was agreed that the population distribution by major age groups, including projections for 2025 would be used. For those interested in more detailed age break downs, it was suggested that links to other ECE databases containing population data by five-year age groups be made.

The participants discussed whether indicators should be included on rural and urban populations. It was observed that there are no standard international definitions for urban and rural areas and hence the national definitions would have to be used. However, these can be based on either population density or economic activity and therefore be quite different. Nonetheless, as several countries in the ECE region still have sizeable rural populations, it was decided that indicators on these two populations to monitor changes in the sex distribution of both the rural and urban populations be included.

Gender issues related to various other sub-populations were also discussed. Since foreign migrants, ethnic minorities, and refugees are of relevance to many countries in the region, these sub-populations should be studied separately if possible. However, apart from the refugee data (obtained from the High Commissioner on Refugees - HCR) very few countries are currently able to provide reliable and regular information on these subgroups. Therefore, the Task Force recommended that appropriate indicators on foreign migrants and ethnic minorities would be included whenever data becomes available in the future. Despite the known difficulties with getting reliable information on refugees and displaced persons, the Task Force thought it important to include these indicators, where available, to monitor the gender differentials in refugee age groups.

In view of the original title, “Population and environment”, the Task Force discussed what indicators could be used to measure women and men’s relationship and contribution to the environment. It was agreed that indicators reflecting gender differences in relation to the environment were not easy to define

for this region. Therefore, no indicator on the environment was recommended at this stage. However, the possibility is not excluded in the future.

The revised and recommended indicators on population are presented in **Annex A**.

Families and households

Despite the notable changes in living arrangements within the region, indicators such as marriage and divorce rates were not considered suitable, as they are not gender specific. Instead, it was decided that changes and differences in living arrangements for each sex are better reflected by a person's civil status (never married, married, widowed and divorced) and by inclusion of co-habitation as an additional state, provided the data is available. Moreover, it is vital to display civil status by age (<30, 30-59, 60+) in order to capture life cycle differences.

For the monitoring of fertility behaviour, the group recommended using the total fertility rate to measure completed fertility, whereas adolescent fertility and the mean age of women at birth of first child were used to show changes in the timing of childbirth. Since birth by unmarried mothers mostly occurs within co-habiting couples, it was not considered a useful indicator. Instead, it was recommended to include an indicator showing the proportion of children living in lone-parent households.

The discussion on household types concluded, that in order to avoid too many indicators, the overall picture could be reflected by giving the proportion of each household type (single person households, couple households with and without children, lone parent households, 3-generation households, and other households) and by having an indicator reflecting the one-person households over 65 years (as this is a group of major gender concern). Again, dependent on data availability, an indicator should be included on the proportion of cohabiting couples among all couples.

Mean age at first marriage, abortion rate, and the use of contraceptives were considered to be relevant indicators, although for many countries in the region data on contraceptive use are rather old.

Regarding potential future indicators, the care arrangements for children and other dependants as well as responsibility sharing within the households were discussed and considered important.

A more general discussion on the age groups to be chosen for the various indicators also took place. Since the most convenient age groups are a function of both the indicator itself and of data availability, it was agreed that major common age groups would be used as far as they are applicable and that a download option for more detailed data would be made available.

The revised and recommended indicators on families and households are presented in **Annex B**.

Work and the economy

Women and men's access to economic resources is reflected by their participation in the workforce, the jobs they exercise, their working hours, and the pay they receive.

The Task Force considered the total activity rate to be the most crucial indicator to monitor differentials between women and men's economic participation in a country. However, in view of the fact that retirement ages for women and men are often not identical and differ between countries, it was decided that the group "15 years to retirement" better reflects the gender specific participation in paid work. Therefore, each country will provide data according to national particularities. In order to show differentials over the life cycle in economic activity, it was also recommended to make the activity rates by five-year age groups available on the website.

The question of equal pay was considered a very important area to be monitored despite the known problems of international comparability. Given available data, the Task Force agreed that the most suitable measure is “annual average earnings of employees” (full time, full year). Where possible, this indicator should further be broken down by level of education. The possibility of using hourly earnings was also discussed but was thought to be less interesting as the coverage usually is limited to industry branches.

The Task Force agreed that the question of occupational segregation was an important gender issue. However, specific segregation indices were considered to be too technical for the website and it was agreed that the distribution of the labour force on ISCO’s 9 major groups would be a preferable indicator. Similarly, it was recommended that the distribution of employment within the three main economic sectors be included as this is another indicator profiling segregation in the labour market.

Proxy-measures reflecting the combination of family responsibilities and paid work for both women and men were considered important by the Task Force and part-time employment and time spent in paid and unpaid work were chosen as possible indicators.

Three unemployment rates were considered relevant and recommended for inclusion: total, youth, and long-term unemployment. The group also suggested the inclusion of the sex distribution in self-employment, public employment, and private employment.

The Task Force agreed that a field of considerable interest for future indicators is differences in time use, particularly indicators showing these by life cycle factors for categories such as paid work, unpaid work, leisure time, personal care, and learning.

The revised and recommended indicators on work and the economy are presented in **Annex C**.

Education and communication

It was noted that in the ECE region, gender equality had been reached in all obligatory schooling. Thus, monitoring should concentrate on the upper secondary and tertiary levels (ISCED 3, 4, 5 and 6).

The Task Force discussed the relative advantages and disadvantages of the various indicators presented and proposed some changes. For instance, the educational attainment of the population was considered an important summary indicator, which could be improved by considering two age groups (25-49 and 50+) in order to compare the educational attainment of younger and older generations.

For the tertiary students, it was decided that there should be indicators for both graduates and enrolled students. In addition, it is essential to show sex segregation within the main fields of study among enrolled students, as this is one of the causes of occupational segregation at work. In view of the growing number of students undertaking tertiary studies, it was decided to include an indicator on those graduating from the highest level, i.e. with a PhD degree.

Finally, recognising the importance of IT in our society and the need for monitoring equal access to these technologies, the participants discussed potential indicators that could reflect this. Lacking a better alternative, students in IT courses and the number of Internet users were suggested as well as an indicator on women and men in “science” jobs.

The revised and recommended indicators on education are presented in **Annex D**.

Public life and decision making

It was noted that, apart from seats in national parliaments, it is generally quite difficult to obtain data to track women's progress in both public and private decision making. Moreover, much of the needed data would not be available in national statistical offices but would have to come from other national sources.

There was broad agreement on the necessity to measure women and men's participation in the power structures in all spheres of society (not only within the political spectrum). Therefore, the Task Force recommended that the sex distribution for all senior level civil servants, and top executives in the most important private businesses in the country, be measured. Information on the latter has usually been obtained from a survey of the X largest enterprises (the Nordic countries for example surveyed the 100 largest enterprises). It was agreed that enterprise size could be defined in relation to number of employees or to economic turnover.

Having decided on the indicators reflecting the legislative and executive powers, it was further recommended to look at the judicial power and include a measure on the sex distribution of judges. Furthermore, as it has often been observed that women are more attached to their local and regional environment than men it was thought useful to include the sex distribution in municipal councils or regional parliaments where available.

In the world of education and finance, the key power positions to measure are the heads of universities and the composition of the board of the Central Bank. Finally, in view of the influence the media can have on changing stereotypes, it was recommended to look at the share of women and men among chief editors of national newspaper and among journalists. In addition, it was suggested to include information on whether a woman and man is the head of a national statistical office.

The Task Force also thought that the website should contain some indicators reflecting women's influence in international decision-making. Therefore, some information on the sex distribution of the senior officials in the UN, OECD, EU, as well as of the members of EU parliament, would be included.

The revised and recommended indicators on public life and decision making are presented in **Annex E**.

Health

The proposed indicators included various indicators on life expectancy (at birth and at older ages) and other standard mortality measures that would better reflect changes in mortality within certain age groups. WHO's new *disability adjusted life expectancy (DALE)* had also been chosen as an indicator as it reveals interesting sex differentials. The other indicators proposed included death rates by major causes, indicators on HIV and AIDS, body mass index, and two indicators on smoking prevalence among adults and young persons.

Following the discussion, it was decided that the number of death rates by cause would be reduced to only the four major causes (thus eliminating breast cancer, cervix uteri cancer, and suicide). Similarly with the HIV/AIDS indicators, only the prevalence rate was kept. Some background indicators that were not gender specific, like the number of physicians per 1 000 people or total health expenditure, were also excluded and moved to the "General indicators" section.

Although the infant mortality rate is relatively low in most countries of the ECE region, it was nonetheless considered an important indicator since it reflects the health conditions of mothers and it is often considered a proxy for overall health conditions. As for death rates by main causes, it was decided that two age groups should be considered, provided that data is available.

During the discussion, several new indicators were proposed. It was decided to add some measures on self-perceived health status, alcohol consumption, and physical exercise as future indicators. The original indicator profiling the percentage of persons overweight and obese (based on the Body Mass Index) was amended to cover the percentage of persons underweight (to measure the extent of anorexia), and if feasible, to consider various age groups.

The revised and recommended indicators on health are presented in **Annex F**.

Crime and violence

In its introduction, the secretariat pointed out that this area poses some serious problems of comparability due to differences among countries' legal systems and changes over time in the definitions of crime categories.

The proposed indicators on the authors of crimes include the sex distributions of convicted criminals, convicted juveniles, and all prisoners. For the latter indicator, it was decided that first time offenders should be distinguished from recidivists, if possible. In order to look at the pattern of crimes committed by men and women, it was proposed that the sex distributions of convictions for theft, assault, and drug crimes, as well as the percentage of male convictions for rape be considered.

As for the victims of crimes, the proposed indicators include the distribution of personal crimes recorded by the police by type of crime and by death rates for homicide. Considering that the number of crimes recorded by the police obviously represents an underestimate of the phenomenon, the Task Force suggested to look at additional indicators drawn from the recent victimisation surveys of several countries. Victimisation surveys could also provide interesting indicators on the self-perception of safety.

The clear up rate for rape was proposed as an indicator that displays the seriousness that the police attribute to this crime. The Task Force agreed that both this indicator and the percentage of male convictions for rape should refer to both rapes and attempted rapes.

The Task Force considered domestic violence as one of the most important issues. The secretariat reminded the Task Force that there are plans for a meeting entirely dedicated to this topic and that it would represent an opportunity to develop indicators on this subject. Therefore it was decided to add this topic to the list of future indicators, which also includes trafficking in women for the purpose of prostitution, smuggling of illegal migrants, and places in women's refuges.

The revised and recommended indicators on crime and violence are presented in **Annex G**.

Poverty: living conditions and social protection

The secretariat stated some of the difficulties the area presented. Unfortunately, no agreed guidelines exist on how to measure poverty in general, and the gender dimension in particular is complicated and not readily measurable.

Several approaches to measuring poverty and their potential to cover the gender dimension were discussed. Among them were the social exclusion approach of EU, the use of income distributions, identification of long-term poverty, poverty measurement from the expenditure side, absolute and relative poverty, the difficulties of breaking household income down to individuals, etc. Part of the discussion focused on the use of household income versus individual income in order to capture the gender dimension.

The Task Force concluded from the discussion that currently no appropriate indicators in the area of "poverty: living conditions and social protection" can be recommended for the website. Instead, the Task Force suggested that an expert should be appointed to study the specific measures used and elaborate on some indicators to reflect the gender dimension of poverty in the region.

Indicators for gender values and stereotypes

Mr. Ko Oudhof introduced a paper he had prepared for the meeting on “Gender statistics on attitudes, norms, and values”. The paper gives some very interesting examples and ideas on how to measure attitudes concerning gender issues. For instance, several surveys carried out in the Netherlands included questions on private life and personal lifestyle, and focused in particular on roles of women and men in relation to household tasks and paid work. In addition, the multi-purpose survey collects attitudinal data on gender issues related to decision-making and violence against women.

At the international level, the best source of comparable statistical data profiling attitudes towards gender issues is the International Social Survey Programme (ISSP), which promotes cross-national collaboration on surveys covering topics important to social science research. In 1994, the ISSP organised a round of surveys on Family & Changing Gender Roles, which took place in 17 European countries, in Canada, and in the United States. A first round of surveys on this theme had already taken place in 1988 and a third is planned for 2002. The participants proposed to investigate the possibility of using the data on gender values and stereotypes in the gender website and to discuss the matter again at the next meeting in order to determine what data already exist in member countries. The participants thanked Mr. Oudhof for his stimulating paper.

General indicators

There was broad agreement that a section with indicators describing country background information would be a useful service for visitors to the website. This section would also include indicators that were not gender specific but provided useful background information for the different areas.

Special attention was given to the Gender Development Index and the Human Development Index. It was decided that both measures would be shown.

The revised and recommended general indicators are presented in **Annex H**.

European Commission and gender equality

Ms. Jorun Hjerto from the European Commission informed the participants about the EC programme on Gender Equality. Current concerns revolved around the legislation of equal treatment of women and men, the mainstreaming of a gender perspective into all the Commission’s work, and the development of action programmes in various fields. Part of that work is concerned with raising awareness and analysing factors related to gender equality. Therefore, the EC was interested in developing gender statistics and indicators along with Eurostat, with a particular focus on equal pay statistics and data on care facilities.

The Task Force strongly recommended that Ms. Hjerto keep the Commission informed about the ECE/UNDP project so that duplication of work is avoided. Ms. Mikkelsen confirmed that, thanks to the Conference of European Statisticians, the ECE Statistical Division (ECE/SD) and Eurostat have a longstanding cooperation but that it is more difficult to follow the statistics-related work of other Directorates of the Commission. She hoped that in the area of Gender this meeting would signal the beginning of a closer collaboration and offered to present the Gender Statistics Website Project to any relevant Commission meeting.

Website issues

Methodological files

It is expected that the website will have a wide variety of users of statistical information who will vary in their interest in their ability to understand the data. Moreover, what is obvious in a national context may be less so in an international one. As a consequence, the requirements for metadata on the website may be greater and should be more varied than what is usually provided for “traditional” users. In addition, particular features of the Internet such as drilling down can be used to present the information at different levels of details. Therefore, it is planned that the meta-information about the indicators will constitute an important part of the website.

In the introduction to this topic, the secretariat proposed to have a series of methodological files attached to the indicators, which users can access on demand by clicking on the indicator. These files would concern the **generic** indicators (i.e. life expectancy at birth) and would not give country-specific information, which would have to be treated at another level. It was suggested to use a common framework for the files that would give the basic metadata, information on the policies and issues addressed by the indicator, and a possibility for specific comments of relevance to the indicator (see framework included in **Annex I**).

The Task Force discussed the framework and it was agreed that in case more than one definition exists, the best one for the purpose will be chosen as a standard although the existence of others will be mentioned. As countries would be asked to supply a minimum set of metadata for the series they provide, any deviation from the chosen standards should be evident from the country-specific metadata. It was also suggested that reference could be made to methodological manuals for more details. Similarly, it was suggested that a fixed set of policy areas be defined and used for expediency on the methodological files.

Ms. Mikkelsen concluded by emphasising that the importance of the generic methodological files was to give general information that would help users understand the indicator and to set examples that could be used as standards or adapted to the national situation. How the essential national metadata would be shown is yet to be worked out. Also, she promised that there would be another opportunity to give feedback on the generic files, as they would be sent out to the members of the Task Force before being placed on the website.

Website layout

A proposal for the architecture and the structure of the website was presented by the ECE secretariat. This proposal was prepared taking into account presentation aesthetic and user-friendliness while adhering to UNECE web design guidelines. The main guidelines which were followed in the preparation of the website are as follows:

- It is important that the website has a *clean* look. It is preferable to have the information distributed on separate pages than to have it all condensed on one.
- To facilitate navigation through the website, all the information must be placed in logical categories where the user would most likely look for them.
- Each page should have a menu that links to the other main sections of the website. A link to the Russian site’s homepage should be made available as well.
- The website should be immediately recognisable through consistent style elements.
- The website should be made easily accessible to anyone, regardless of connection speed, processor capacity, or skill. (i.e. quick download of content)
- **PROJECT GOAL:** The website should be a book-marked resource by anyone interested in gender statistics or gender relations.

Several development ideas were introduced during the presentation as possible additional features. They include: a feedback form that would allow users to submit their remarks; a monthly statistical fact on the home page that would help generate interest in gender statistics; a section containing links to other statistical organisations, NSOs, etc. on the Internet.

Another important issue discussed was the presentation of the data itself. The options considered for data presentation are: PDF Files, Excel spread sheets, HTML, downloadable charts and graphs as bitmaps or JPEGs. The choice of the option depends also on whether the user should or should not be able to select the desired indicators and be permitted to make cross-country comparisons.

During the discussion, some modifications were suggested to enhance user-friendliness. For example, it was suggested that a search by metadata be created. It was also proposed that the welcome page includes a map with ECE member countries and that more direct links from the home page be made both to the database and to the section on metadata. Furthermore, it was suggested to look into the possibility of using charting software and integrate this with the database to offer user-defined charts/graphs/histograms on demand. For each page profiling gender statistics, it was proposed that links should be added to access the metadata section, national websites containing relevant information, international policies, publications, etc., in addition to standard links to other sections of the site.

It was agreed that a more detailed discussion regarding on-line data presentation would take place at the next Task Force Meeting. By then, the basic structure of the website would already be created and plans to develop the 'statistical' side of the site would be discussed.

Collection of data for the website

Once the common indicator list had been agreed upon, the ECE can define the basic statistical series needed for calculating the indicators and begin the collection of the statistical series. Everyone agreed that existing databases from the International Organisations should be used whenever possible as sources for the data needed for the gender indicators. The best solution would be to get an agreement of collaboration between the ECE and the most used sources, i.e. the WHO, the ILO, and UNESCO.

The other major data source would be the NSOs themselves who would have to supply the data available in their countries for the remaining indicators. Because of the cross-cutting nature of the gender data, it was important that the data collection exercise was closely coordinated with the Trends data collection which uses many of the same series. When relevant prefilled tables with data from the International Organisations will be sent to member countries so that they, in turn, would supply the needed metadata.

Website subscription

It was pointed out that if the website is to serve as a monitoring tool, it would be extremely important to ensure the **active** and **continued** collaboration with NSOs. This could be done by letter of agreement between ECE/SD and the NSOs that would ensure a focal point was appointed for the work. It was further suggested that the national "gender focal point" be someone actually working in the gender area and not the person responsible for International Cooperation who normally deals with international request. The fact that the Statistical Division has Russian-speaking staff working on this project will facilitate the communication with offices that use Russian.

Once nominated, the focal point would be responsible for collating the data and metadata on the indicators and for ensuring that they are updated. In counterpart, the ECE and UNDP would be responsible for disseminating the data internationally, analysing and including the data in relevant publications, providing a free gender internet resource for public use, and assisting offices in developing their gender statistics and websites.

Until all offices were able to nominate a gender focal point, the website would have active and passive subscribers. For the latter the ECE/SD would include the data already available in international databases.

Recommendations relating to the common gender indicators

Time-frame: In discussing the time frame to be used for the database, the Task Force recommended the following benchmark years to be used whenever possible:

1980 for those countries who can supply this;

1990;

1995 (the Beijing and Social Summit year);

2000 (followed by annual series).

When benchmark years are not available, years closest to these should be given.

Metadata: The Task Force agreed that the metadata should constitute an integral part of the website and that it would be important that a minimum set of metadata be supplied by countries for each indicator in order to promote consistent interpretation and international comparability. It was recommended that the list of metadata presented in **Annex J** be given for each indicator supplied by the countries. From this information, the most relevant parts would be selected and made available to users by easy linkage.

The availability of gender data from many different sources will tend to make methodological inconsistencies more visible. Hence, relevant metadata are needed to assess the comparability and to interpret the data. However, the scope of the metadata needed for different users varies and this should be taken into account when setting up the metadata on the website.

Website title : Statistics and indicators on gender concerns are the main purposes of the website. Information on gender issues will form a background to these statistics and indicators, giving reference to further information in national websites on gender issues.

Considering that the main objective of the website project is to provide common statistics, indicators, related information for monitoring progress towards gender equality, and sustainable development of policy-relevant harmonised gender indicators in the region, the participants at the Task Force Meeting strongly recommended to present the website as the Gender Statistics Website: Europe and North America.

Framework for monitoring the quality of the gender statistics

The Task Force discussed the proposed tools for improving and monitoring the quality of the data on the website. A summary framework, which would allow an overview of the situation for each indicator according to a set of basic criteria, was thought to be worth developing and including on the website. Data quality is a multidimensional concept that covers a range of good practices. To make these visible and comparable for countries is not only important for data users but is likely to have an impact on data producers as well.

Therefore, it was agreed that a broad framework covering a limited number of criteria would be useful and that these could eventually be developed further in the future. The criteria decided on were:

- availability (i.e. does this indicator currently exist for a given country?);
- standard definition (i.e. is the definition used the same as the standard referred to in the methodological sheet on the website? If not, by how much does it differ?);
- periodicity (e.g. annual series or other interval?);
- source (to be subdivided into collection instrument and collecting organ)
- accessibility (i.e. are data and metadata publicly available to users?)

In order for an overview to be given, it is important that a relatively simple matrix is constructed that uses standardised simplified categories, e.g. collecting organs can be limited to NSO, government or other.

In view of the experience that IMF has in the field of metadata and quality monitoring, it was suggested that this work be done in close collaboration with the IMF.

Future developments, meetings and topics

Regarding the future development of the website, it was agreed that the statistical part and the website construction were the current priorities. A consultant would be used to help advance the establishment of the sections on gender issues and gender policies. Other than a general overview of gender issues, it was suggested that all participating countries should prepare a brief national description of key issues.

As it cannot be expected that the statistical focal points also provide information on gender policies, it was suggested that the letter addressed to the head of the NSO should ask advice on the most suitable local mechanism to use for policy information. Most countries have some mechanism for gender equality which could be potentially suitable to use as a focal point for legislative and policy information.

The Task Force discussed the timing and some potential topics for the next meeting. It was suggested that the next meeting should take place in the first months of 2002. The national gender statistics focal points - who will have been nominated by then - will be invited and encouraged to attend the next meeting of the Task Force.

The following topics are all thought to be suitable and interesting to discuss at the next meeting:

- Best practise in presenting, analysing, and disseminating gender statistics
- National data on gender attitudes and opinions
- National data on gender relevant social protection and poverty
- Gender issues and concerns at the national levels
- Methodological questions
- Future indicators

LIST OF ANNEXES

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Annex A

Population – List of recommended indicators

All indicators are by sex (if applicable)

Core indicators

1. Population (current and projected for 2025). *Total number*
2. Population by age (0-14, 15-64, 65+). *Percentage distribution*

Supporting indicators

1. Sex ratio for age 80+

Background indicators

1. Population by rural/urban residence and age (0-14, 15-64, 65+). *Percentage distribution*
2. Refugees and displaced persons by age (0-14, 15-64, 65+). *Percentage of all refugees*

Future indicators

1. Ethnic minorities by age group
2. Stock of immigrants by origin and age group

Population

Total *de facto* population is defined as all persons physically present in the country at a given reference date.

Sex ratio

Women per 100 men for the age group 80 years and over.

Rural and urban population

There is no international definition of urban and rural areas. Therefore, national definitions will be used.

Refugees and displaced persons

Refugees

Persons recognized as refugees under the 1951 United Nations Convention relating to the Status of Refugees or its 1967 Protocol, the 1969 Organization of African Unity (OAU) Convention Governing the Specific Aspects of Refugee Problems in Africa, persons recognized as refugees in accordance with the UNHCR Statute, persons granted humanitarian or comparable status and those granted temporary protection.

Internally displaced persons

Persons displaced internally within their country for reasons that would make them of concern to UNHCR if they were outside their country of origin and who have become of concern to UNHCR as a result of a request from the Secretary-General or the competent principal organs of the United Nations.

Annex B

Families and households - List of recommended indicators

All indicators are by sex (if applicable)

Core indicators

1. Population 18 years and over by marital status (never married, married, co-habiting, widowed and divorced) and age (18-29, 30-59, 60+). *Percentage distribution within age group*
2. Total fertility rate
3. Adolescent fertility rate
4. Mean age of women at birth of first child

Supporting indicators

1. Mean age at first marriage
2. Cohabiting couples. *Percentage of all married and cohabiting couples*
3. One-person households over 65 years. *Percentage of all women/men 65+*
4. Abortion rate

Background indicators

1. Households by type. *Percentage distribution*
2. Children living in lone parent households by sex of parent (and age of child). *Percentage of all children (children by age group)*
3. Contraceptive use in ages 15-54. *Percentage of all in age group*

Future indicators

1. Care arrangements for children and other dependants including information on who takes parental leave and for how long
2. Decision-making and responsibility sharing within households

Total fertility rate

The average number of children that would be born alive to a woman during her lifetime if she were to pass through her childbearing years conforming to the age-specific fertility rates of a given year.

Adolescent fertility rate

The number of children born alive to women aged 15-19 per 1 000 women aged 15-19.

Mean age of women at first birth

The mean age of women at first birth is the weighted average of the age specific rates of first order births.

Marital status

Marital status is the legally defined marital state. There are four types of marital status: single (i.e. never married), married, widowed and divorced. For countries that record data on cohabiting couples, this data is added.

Cohabiting couples

Couples who report consensual unions with or without children fall into this category.

Mean age at first marriage

The mean age at first marriage is the weighted average of the age specific rates of first marriage.

Abortion rate

Defined here as the number of abortions during a given year per 1 000 live births.

Private household types

- one-person households
- lone-parent households
- couple households without children
- couple households with children
- 3-generation households
- other households

A private household is either:

(a) One-person household consists of a person living alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any of the other occupants of the housing unit to form part of a multi-person household.

(b) Multi-person household consists of a group of two or more persons who combine to occupy the whole or part of a housing unit and to provide themselves with food and possibly other essentials for living. The group may be composed of related persons only or of unrelated persons or of a combination of both. The group may also pool their income.

Children

There is no unique international definition available although in many reports 0-18 has been used. Therefore, the national definitions for children are to be used. An additional breakdown by pre-school, primary, and secondary school ages is desirable.

Annex C

Work and the economy - List of recommended indicators

All indicators are by sex (if applicable)

Core indicators

1. Economic activity rate (15 years to retirement)
2. Labour force (15 years to retirement). *Sex distribution*
3. Part-time employed. *Percentage of all employed*
4. Unemployment rate
5. Time spent per week in paid and unpaid work
6. Women's average annual earnings (full time, full year). *As a % of men's*

Supporting indicators

1. Employment in the three main sectors of economy (agriculture, industry, services). *Percentage distribution and/or sex distribution*
2. Employment in ISCO's 9 major groups. *Percentage distribution and/or sex distribution*
3. Long-term unemployment rates
4. Youth (15-24) unemployment rates
5. Women's average annual earnings by level of education. *As a % of men's*
6. Activity rates by five year age groups

Background indicators

1. Self-employed. *Sex distribution*
2. Employed in private/public sector. *Sex distribution*

Future indicators

1. Activity rates of women and men 20-49 by the presence/absence of pre-school children
2. Time spent in paid work, unpaid work, leisure time, personal care and learning by life cycle factors

Economic activity rate

is the ratio (expressed in percent) of the economically active population (see labour force) aged 15 years to retirement to the total population of the corresponding age group.

Retirement age

National retirement ages are to be used. Where there is no unique retirement age, the age group 15-64 should be used.

Labour force

The labour force or "currently economically active population" comprises all persons who fulfil the requirements for inclusion among the employed or the unemployed (see employment and unemployment).

Part-time employment

Persons who usually perform paid work for less than 30 hours a week.

Unemployment*

The "unemployed" comprise all persons above a specified age who during the reference period were:

- (a) "without work", i.e. were not in paid employment or self-employment;
- (b) "currently available for work", i.e. were available for paid employment or self-employment during the reference period; and
- (c) "seeking work".

Unemployment rate

It is calculated by relating the number of workers who are unemployed during the reference period to the labour force at the same date.

Paid and unpaid work

Paid work covers: work for pay plus unpaid work in family businesses or farm. In time-use studies, training and studies in relation to work is also usually included.

Unpaid work covers all the other work done in the household or community, all care activities including personal care, studies, socialising and leisure time.

Average earnings

Remuneration, usually in cash, paid to full time full year employees for work. Should relate to gross remuneration.

Employment*

The "employed" comprise all persons above a specified age who during a specified brief period, either one week or one day, were in the following categories:

(a) "paid employment":

- (a1) "at work": persons who during the reference period performed some work for wage or salary, in cash or in kind;
- (a2) "with a job but not at work": persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job.

(b) "self-employment":

- (b1) "at work": persons who during the reference period performed some work for profit or family gain, in cash or in kind;
- (b2) "with an enterprise but not at work": persons with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specific reason.

Main economic sectors

Using the International Standard Classification (ISIC Rev2 1968 or Rev3 1990) the economy is divided into three branches: 1) agriculture, 2) industry, and 3) services.

From ISIC Rev2 the following are grouped together:

- Agriculture = Major group 1
- Industry = Major groups 2-5
- Services = Major groups 6-9, 0

From ISIC Rev3

- Agriculture = Categories A and B
- Industry = Categories C to F
- Services = Categories G to Q, X

ISCO-88 - major groups

- Group 1 Legislators, senior officials and managers
- Group 2 Professionals
- Group 3 Technicians and associate professionals
- Group 4 Clerks
- Group 5 Service workers and shop and market sales workers
- Group 6 Skilled agricultural and fishery workers
- Group 7 Craft and related workers
- Group 8 Plant and machine operators and assemblers
- Group 9 Elementary occupations

Long-term unemployment

Those people who are unemployed (see unemployment) for 12 months or more.

Youth unemployment rate

Unemployed persons aged 15-24 as a percentage of the labour force aged 15-24.

Level of education

ISCED 97

Self-employment

Persons who were not employed but performed some work for profit or family gain, in cash or in kind. Persons having an enterprise, which may be a business enterprise, a farm, or a service undertaking. Includes employers, own account workers, members of producers' co-operatives, unpaid family workers and persons engaged in the production of economic goods and services for own and household consumption if such production comprises an important contribution to the total consumption of the household.

Private/Public sector

The private sector covers private corporations (including those in foreign control), households, and NPISHs (Non-Profit Institutions Serving Households).

The public sector comprises the sub-sectors of general government (mainly central, state and local government units together with social security funds imposed and controlled by those units) as well as public corporations, i.e. corporations that are subject to control by government units (usually defined by the government owning the majority of shares).

* Resolution concerning statistics of the economically active population, employment, unemployment and underemployment, adopted by the thirteenth International Conference of Labour Statisticians (October 1982)

Annex D

Education and communication - List of recommended indicators

All indicators are by sex (if applicable)

Core indicators

1. Upper secondary pupils (ISCED 3 and 4). *Sex distribution*
2. Net enrolment ratios at the secondary level (ISCED 2, 3 and 4)
3. University students (ISCED 5A and 6). *Sex distribution*
4. Non university students (ISCED 5B). *Sex distribution*
5. Educational attainment of the adult population (25-49, 50+), by level. *Percentage distribution and/or sex distribution*

Supporting indicators

1. University graduates (ISCED 5A and 6). *Sex distribution*
2. Tertiary students (ISCED 5 and 6) by broad field of study. *Percentage distribution and/or sex distribution*
3. PhDs awarded (ISCED 6). *Sex distribution*
4. Teachers by level (ISCED 1; ISCED 2, 3 and 4; ISCED 5 and 6). *Sex distribution*

Background indicators

1. University students (ISCED 5A and 6). *Per 100 000 inhabitants*

Future indicators

1. Functional literacy
2. Job-related training in the past year
3. Students studying IT courses leading to a certificate/award. *Sex distribution*
4. Internet users. *Sex distribution*
5. Women and men in science

ISCED (1997): Latest revision of the International Standard Classification of Education - ISCED definitions.

Level 0 (Pre-primary education): Defined as the initial stage of organized instruction. Level 0 programmes are designed primarily to introduce very young children to a school type environment.

Level 1 (Primary education): Primary education or first stage of basic education. Normally designed to give students a sound basic education in reading, writing, and mathematics, along with an elementary understanding of other subjects.

Levels 2 and 3 (Secondary education): **Level 2:** Lower secondary or second stage education of basic education is designed to complete the provision of basic education which begins at ISCED level 1. **Level 3:** (Upper) Secondary education. Typically begins at the end of full-time compulsory education, for those countries that have a system of compulsory education.

Level 4 (post-secondary non-tertiary education): Captures programmes that straddle the boundary between upper-secondary and post-secondary education from an international point of view, even though they might clearly be considered as upper-secondary or post-secondary programmes in a national context. ISCED 4 programmes can, considering their content, not be regarded as tertiary programmes.

Levels 5 and 6 (Tertiary education): **Level 5**: First stage of tertiary education. Consisting of tertiary programmes having an educational content more advanced than those offered at levels 3 and 4. **Level 5A** programmes are tertiary programmes that are largely theoretically based and are intended to provide sufficient qualifications for gaining entry into advanced research programmes and professions with high skills requirements whereas, **level 5B** qualifications are typically shorter and focus on occupationally specific skills geared for entry into the labour market. **Level 6**: Second stage of tertiary education (leading to an advanced research qualification). Reserved for tertiary programmes which lead to the award of an advanced research qualification.

Net enrolment ratio

Enrolment of the official age group for a given level of education expressed as a percentage of the corresponding population.

Educational attainment

Percentage of the adult population (25 years and over) that has completed a certain level of education defined according to the ISCED. This indicator shows the distribution of educational attainment of the labour force. It helps also to assess the quality of the human capital stock in terms of highest level of education attained.

Fields of study

There are eight broad fields of education. These are:

- Education
- Humanities and arts
- Social sciences, business, and law
- Science
- Engineering, manufacturing, and construction
- Agriculture
- Health and welfare
- Services

Annex E

Public life and decision making - List of recommended indicators

All indicators are by sex (if applicable)

Core indicators

1. Members of national parliaments (lower or single house). *Sex distribution*
2. Ministerial positions. *Sex distribution*
3. Senior level civil servants. *Sex distribution*
4. Top executives (directors and chief executives) in “X” most important businesses in the country. *Sex distribution*
5. Employers. *Sex distribution*
6. Judges. *Sex distribution*

Supporting indicators

1. Members of municipal councils. *Sex distribution*
2. Members on boards of Central Banks. *Sex distribution*
3. Heads of universities. *Sex distribution*
4. Chief editors of national newspapers. *Sex distribution*

Background indicators

1. Journalists. *Sex distribution*
2. Persons voting. *Sex distribution*

Future indicators

1. Senior officials of political-party organisations. *Sex distribution*
2. Senior officials of trade unions. *Sex distribution*
3. Heads of national NGOs. *Sex distribution*
4. Senior positions in the media. *Sex distribution*

Other indicators to be shown in the context of public life and decision making in an international context

1. Senior officials in UN. *Sex distribution*
2. Senior officials in OECD. *Sex distribution*
3. Senior officials in EU. *Sex distribution*
4. Members of EU parliament. *Sex distribution*
5. Heads of NSOs in the ECE region. *Sex distribution*

Senior level civil servants/senior government officials

ISCO 1120, e.g. government administrators, administrators at intergovernmental organisations, ambassador, consul-general, etc.

Important businesses

There is no internationally agreed methodology of how to measure the “most important businesses”. They might either be defined via a cut-off point in turnover or by number of employees.

Employers

According to ICSE 1993 (International Classification by Status of Employment), an employer is a person who operates his or her own economic enterprise, or engages independently in a profession or trade and hires one or more employees.

Judges

ISCO 2422

Municipal levels

Local administrative levels as defined by each country. The administrative levels as referred to by the NUTS might serve as a starting point for EU and candidate countries.

Journalists

ISCO 2451

Senior officials in UN

Staff level P5 and above.

Senior officials in OECD

Staff level A4 and above.

Senior officials in the European Commission

Staff level A4 and above.

Annex F

Health - List of recommended indicators

All indicators are by sex (if applicable)

Core indicators

1. Life expectancy at birth
2. Disability adjusted life expectancy
3. Life expectancy at 65 years
4. Probability of dying between 15 and 59 years. *Per 1 000*
5. Infant mortality rate
6. Adult smokers (15 years and over). *Percentage of all in age group*
7. Young adult smokers (15-24 years) *Percentage of all in age group*

Supporting indicators

1. Death rates (SMR) for selected causes (Cardio-vascular, circulatory system, cancer, external causes) by major age groups. *Per 100 000 standard population*
2. Death rates (SMR) from trachea, bronchus, lung cancer. *Per 100 000 standard population*
3. HIV/AIDS prevalence rate
4. HIV positive persons. *Sex distribution*

Background indicators

1. Child mortality rate (1-4 years)
2. Persons over/underweight by age groups (based on Body Mass Index). *Percentage of all in age group*

Future indicators

1. Number of machines for mammography per million female population
2. Persons living with STI
3. Self-perceived health status (% of women and men evaluating their health as good, average, bad)
4. Alcohol consumption (daily/regularly or quantity of pure alcohol consumed per year or alcohol abuse daily/regularly)
5. Exercise daily/regularly

Life expectancy

is an estimate of the expected number of years to be lived by a female or male newborn, based on current age-specific mortality rates.

Disability adjusted life expectancy

Disability Adjusted Life Expectancy (DALE) summarises the expected number of years to be lived in what might be termed the equivalent of "full health." To calculate DALE, the years of ill-health are weighted according to severity and subtracted from the expected overall life expectancy to give the equivalent years of healthy life.

Infant mortality rate

Infant mortality rate is the total number of deaths in a given year of children less than one year old divided by the total number of live births in the same year, multiplied by 1 000. It is an approximation of the number of deaths per 1 000 children born alive who die within one year of birth

Smoking/Tobacco consumption

Daily smoking of at least one cigarette.

Age standardised mortality rate (SMR)

Age specific death rates that are averaged using the distribution of the European standard population as weights. This standardised rate represents what the crude death rate would have been in the population if that population had the same age distribution as the standard population.

Child mortality rate

Child mortality rate refers to the annual number of deaths in the 1-4 years age group per 1 000 of the population aged 1-4.

Body Mass Index

The international standard for measuring underweight, overweight, and obesity is the Body Mass Index (BMI), defined as weight (in kg) divided by the square of one's height (in m): kg/m^2 .

For assessing obesity in adult populations, the BMI (Body Mass Index) categories are:

- BMI less than 17 kg/m^2 for underweight;
- BMI 25 kg/m^2 for overweight (Pre-obese: BMI $25.0\text{-}29.9 \text{ kg/m}^2$);
- BMI 30 kg/m^2 for obesity.

Annex G

Crime and Violence - List of recommended indicators

All indicators are by sex (if applicable)

Core indicators

1. Convicted criminals. *Sex distribution*
2. Convicted juveniles. *Sex distribution*
3. Crimes recorded by the police, by sex of victim and selected crime (assault, homicide, robbery, sexual assault). *Percentage distribution and sex distribution of victims*
4. Homicide death rates
5. Men convicted for rape and attempted rape. *Percentage of all convicted men*

Supporting indicators

1. Prisoners (by recidivity, i.e., first time convicts and others). *Sex distribution*
2. Convictions for theft. *Sex distribution*
3. Convictions for assaults. *Sex distribution*
4. Convictions for drug crimes. *Sex distribution*

Background indicators

1. Number of persons in prison. *Per 100 000 population*
2. Foreign prisoners. *Percentage distribution and/or sex distribution*
3. Clear up rates for rape and attempted rape. *Percentage of all reported rapes and attempted rapes*

Future indicators

1. Trafficking in women for the purpose of prostitution (by age group)
2. Smuggling of migrants (by age group)
3. Places available in women's refuges (and number of women in refuges)
4. Domestic violence (future workshop)
5. Victimisation (ICVS Survey data)

Assault

An assault refers to physical attack against the body of another person, including battery but excluding indecent assault. Some criminal or penal codes distinguish between aggravated and simple assault depending in the degree of resulting injury.

Convicted criminals

Prisoners who have been found guilty whether or not they have been sentenced, and prisoners who are undergoing an appeals process.

Recorded crime

Those crimes that are reported to, detected by, or otherwise drawn to the attention of the police. What constitutes a crime as well as the definitions of different types of crimes also varies from country to country. Therefore, comparisons should be used with caution. Where investigation of one crime reveals the existence of other unrelated crimes, each crime is recorded separately. Where a case includes several

related offences, the most serious crime is recorded. One offence committed by several offenders is recorded as one crime.

Homicide

Intentional and unintentional killing. The distinction between intentional and unintentional homicide differs from country to country, as does the definition of attempted murder.

Rape and attempted rape

Sexual intercourse, or the attempt to have such, without valid consent.

Prisoners/prison population

All prisoners, including those awaiting trial or sentence, except those in youth/juvenile detention centres.

Theft

Any act of intentionally and unlawfully removing property belonging to another person (or organisation).

Serious assault

An injury whereby life could be endangered, including cases of injury involving the use of a dangerous instrument. Cases where instruments are used only to threaten are excluded.

Drug offences

Any violation involving the illicit brokerage, cultivation, delivery (on any terms whatsoever), dispatch, dispatch in transit, distribution, extraction, exportation or importation, offering for sale, preparation, production, purchase, manufacture, sale, traffic, transportation, or use of narcotic drugs.

Prisons

All publicly and privately financed institutions where persons are deprived of their liberty. These include penal, correctional, and psychiatric facilities. Youth/juvenile detention centres are excluded.

Clear up rates

The number of cases solved by the police as a percentage of the total number of cases known to the police for the year in question, regardless of whether the case came to the attention of the police in that year or in previous years. Clear-up rates thus exceed 100% in some cases. Crimes are considered "solved": if police are satisfied of a suspect's guilt because of a corroborated confession and/or because of the weight of evidence against the suspect; if the offender is caught in the act (even if guilt is denied); if the person who committed the act has been identified (regardless of whether they are in custody, on provisional release, still at large, or dead); or if police investigations reveal that no penal offence was in fact committed.

Annex H

General indicators - List of recommended indicators

General indicators

1. Population. *Number and sex distribution*
2. Population growth
3. Population density
4. Total area
5. Labour force. *Number and sex distribution*
6. GDP. *Per capita, in national currencies and in PPP*
7. GVA by three main branches
8. Gender development index – GDI
9. Human development index – HDI
10. Gender empowerment measure - GEM

Other indicators taken out elsewhere

1. Legal duration of paid parental leave
2. Public education expenditure. *Percentage of total government expenditure*
3. Physicians. *Per 1 000 people*
4. Total health expenditure. *Per capita*
5. Total health expenditure. *Percentage of GDP*

Population

See Annex A.

Population Growth

The annual(ised) population growth over one or several years is calculated using the following formula

$$[(P_v/P_0)^{(1/n)}] - 1$$

where P_v = present value
 P_0 = beginning value
n = number of periods

100 can multiply the result in order to obtain a percentage.

Population Density

Inhabitants per square metre.

Total Area

The total area of the country, including area under inland water bodies.

Gross Domestic Product - GDP

GDP (at market prices) is the principal measure of total economic activity occurring within a country's geographical boundary. It represents the final result of the production activity of resident producer units. For further details, see SNA 1993.

Gross Value Added - GVA

GVA (either at purchaser's or producer's prices) is the difference between output and intermediate consumption. GVA data is available by branch; a breakdown by the three main branches - agriculture, industry and services - is suggested. For further details, see SNA 1993.

Gender development index - GDI

The GDI uses the same variables as the Human Development Index. The difference is that the GDI adjusts the average achievement of each country in life expectancy, literacy and gross enrolment, and income in accordance with the disparity in achievement between men and women (UNDP – Human Development Report 2000).

Human Development Index - HDI

The Human Development Index measures a country's achievements in three aspects of human development: longevity, knowledge, and a decent standard of living. Longevity is measured by life expectancy at birth; knowledge is measured by a combination of the adult literacy rate and the combined gross primary, secondary, and tertiary enrolment ratio; and standard of living, as measured by GDP per capita (PPP US\$) (UNDP – Human Development Report 2000).

Gender empowerment measure – GEM

The Gender Empowerment Measure also measures gender inequality, but in economic and political spheres of activity. Economic participation and decision making is measured by the percentage of female administrators and managers, and professional and technical workers. Political participation and decision making are measured by the percentage of seats in parliament held by women. Power over economic resources is measured by Women's GDP per capita (PPP US\$) (UNDP – Human Development Report 2000).

Annex I

Recommended framework for the methodological files

Indicator name	
Metadata	
Definition Exact definition / description of indicator	Computation method Basic data series needed + computation formula
Measurement unit	Indicator limitations Coverage, validity, and reliability of the indicator
Periodicity	
International agreed methodology Yes (name of methodology) / No	
Sources Lead agency Other sources	
Policies addressed	
Policy areas Broad fields of interest / concern	Goals addressed - General target - Quantitative target - Conference references
Comments	
Policy relevance of the indicator – does the suggested indicator address the requested policies properly, is it a good measure for the policy areas concerned, etc.	

Annex J

Metadata assisting interpretation

The list below has been adapted from: UNECE CES Statistical Standards and Studies – No. 52
Guidelines for Statistical Metadata on the Internet, Geneva 2000

Minimum set of metadata required for the correct interpretation of statistics

- Title/content description (depending on subject area/content);
Often including the following elements:
 - Statistical population;
 - Geographical coverage;
 - Observation unit;
 - Classifications and standards applied;
- Labels for rows/columns in tables and elements of graph;
- Definitions of labels;
- Measurement unit;
- Time reference/period;
- Comparability over time (break in series, missing data);
- Footnotes highlighting specific precautions;
- Source of the data (agency compiling the data);
- Explanation of standard symbols in tables.

Recommended metadata for better assessing the quality and comparability of statistics :

- Comparability with alternative sources;
- Links to press releases/summary of findings;
- Description of methods used in collection, revision, calculation, and estimation of the statistics;
- Information on error sources and accuracy of the statistics;
- Description of background and purpose of the statistics; concepts, variables and standards used;
- Periodicity;
- Accessibility (where available to users);
- Collection method (survey, census, register, etc.).