

**UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE and
JOHNS HOPKINS UNIVERSITY**

Joint UNECE/JHU Workshop on the Measurement of Volunteer Work

(Geneva, 2-4 July 2007)

INFORMATION NOTICE FOR PARTICIPANTS

The meeting will be held in Salle F-3 at the Palais des Nations.
The meeting will start at 14:00 on Monday, 2 July 2007

I. PURPOSE OF THE MEETING

The purpose of this Workshop is to survey international experience in measuring volunteer work in order to advance two important initiatives under way to improve techniques for measuring volunteer effort at the present time.

- First, a special project launched by the United Nations Economic Commission for Europe in 2005 to explore ways to promote common approaches among statistical agencies to measure important social phenomena. The Task Force on Emerging Issues in Social Statistics in charge of this project, chaired by Statistics Canada, has selected volunteer work as the initial focus of this effort; and
- Second, a joint effort recently launched by the International Labour Organization (ILO) in cooperation with the Johns Hopkins Center for Civil Society Studies to develop a *Manual on Measurement of Volunteer Work* to guide labor force statisticians in measuring volunteer work as part of official labour force surveys throughout the world. This Manual will be presented for review and potential adoption to the International Conference of Labour Statisticians scheduled to convene in Geneva, Switzerland, in December 2008.

The Workshop will bring together members of the UNECE Task Force on Measuring Volunteer Work and experts on volunteering from around the world to discuss the practical concerns related to the measurement of volunteer work, including conceptualization and definition of volunteering, target measures of volunteering, survey platforms, instrument design, and accuracy of measurement. Our hope is that the session will clarify some of the conceptual and methodological issues involved in measuring volunteer work and identify some common approaches that can work in a variety of cultural and regional settings.

II. TENTATIVE AGENDA OF THE MEETING

A draft Workshop agenda was attached to your invitation. As the Workshop Agenda indicates, we plan to run the Workshop as a series of discussions about various conceptual and methodological issues involved in measuring volunteer work. We hope you will draw on your considerable knowledge and experience in this field to help us fill in what is known about these various topics.

II. PARTICIPATION, ACCREDITATION AND REGISTRATION

1. All participants attending the meeting 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/JHU Workshop on the Measurement of Volunteer Work. If

necessary, the UNECE secretariat can provide a letter to facilitate obtaining a visa. This can be requested from the UNECE secretariat (Fax: 41-22-9170040, e-mail: angela.me@unece.org).

2. Participants are requested to fill in the attached **Conference registration form**, which was also included with your invitation, and send it to the UNECE secretariat by fax (+41 22 917 0040) **by 15 June 2007** at the latest so that it may be processed well in advance of the meeting. The information will be used to register participants with the UN Security Section and for the list of participants.

3. In order to enter the Palais des Nations where the Seminar is being held, all participants need to obtain a security pass (ID badge). For this purpose, please present yourself with your passport at the UN Security Identification Office at Pregny Gate of the Palais des Nations (Avenue de la Paix 14, Buses 8 and 18, Stop Appia), (shown on the attached map) by 13:30 at the latest on Monday, 2 July 2007. The Security Identification Office is open Monday to Friday from 8.00 a.m. to 5.00 p.m. (non-stop). For identification and security reasons, delegates are requested to wear their security badges at all times while inside the Palais des Nations.

4. The plan of the UN premises at Geneva is attached at the end of this Information Notice.

IV. DOCUMENTATION, METHODS OF WORK AND OFFICIAL LANGUAGES

1. The working languages of the meeting will be English.

V. ACCOMMODATION

1. Participants are requested to make their own hotel reservations. The UNECE secretariat in Geneva is not in a position to provide such services to delegates. Participants are advised to book hotel accommodation well in advance of the meeting, since Geneva is quite busy with international meetings. 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.htm> (follow the link "Hotels in Geneva"). The following information is also available:

- The closest hotel to Palais des Nations is the 5-Star Intercontinental.
- Grand Prè, les Nations, Cornavin, Suisse are four-star hotels and within 10-15 minutes to the Palais des Nations by foot.
- There are several three-star and four-star hotels near Cornavin, the main train station. These hotels are moderate in price and are 10 min by bus and 25-30 by foot from Palais des Nations. Examples include: Manotel, des Alpes, International and Terminus, Montana, Savoy, Suisse, and Windsor.
- Please note that public transport is quite good in Geneva and travel within an hour costs 3 CHF even from airport.

You may also be able to find hotels using web search engines, such as www.hotels.com or www.expedia.com and searching for hotels near the UNO (the place where we are having the meeting), Cornavin airport, or the railway station.

VI. INFORMATION AND CORRESPONDANCE

All queries concerning the meeting should be addressed to:

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UNITED NATIONS OFFICE AT GENEVA

Please Print

Conference Registration

Date

Please fill in this form and fax it to the UNECE Secretariat (+41-22-9170040)
BRING THIS ORIGINAL with you to Geneva. An additional form is required for spouses.

Title of the Conference

Joint UNECE/JHU Workshop on the Measurement of Volunteer Work

Delegation/Participant of Country, Organisation or Agency

Participant

Family Name

First Name

Mr.
Ms.

Date Of Birth

(DD/MM/YYYY)

Participation Category

Head of Delegation Members	<input type="checkbox"/>	Observer Organisation	<input type="checkbox"/>	Participating <u>From / Until</u>
Delegation Member	<input type="checkbox"/>	NGO (ECOSOC Accred.)	<input type="checkbox"/>	From <input type="text" value="2 July 2007"/>
Observer Country	<input type="checkbox"/>	Other (Please specify below)	<input type="checkbox"/>	Until <input type="text" value="4 July 2007"/>

Do you have a badge issued as a Mission diplomat or employee, NGO card issued in Geneva or a Long Duration conference badge issued at Geneva if so PLEASE TICK HERE

Origin of Identity Document	Passport or ID Number	Valid Until
<input type="text"/>	<input type="text"/>	<input type="text"/>
Official Telephone No.	Fax No.	Official Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent Official Address		
<input type="text"/>		
Address in Geneva		
<input type="text"/>		
Email Address		
<input type="text"/>		

On Issue of ID Card
Participant Signature
<input type="text"/>
<input type="text"/>
Date
<input type="text"/>

Security Use Only
Card N°. Issued
<input type="text"/>
Initials, UN Official
<input type="text"/>

Salle F-3

LOCATED ON 3D FLOOR
CLOSEST ENTRIES ARE DOORS 2 AND 4

Situation des Salles au Palais des Nations

Bâtiment S

Salles	Bâtiments	Etages	Accès
SALLE F-3	Bâtiment S	3eme étage	Accès par ascenceurs 3 ou 4

