

CONFERENCE OF EUROPEAN STATISTICIANS

Joint UNECE/Eurostat Work Session on Electronic Data Reporting
(13–15 February 2002, Geneva, Switzerland)

INFORMATION NOTE TO PARTICIPANTS

The Joint UNECE/Eurostat Work Session on Electronic Data Reporting will be held at the Palais des Nations, Geneva, Switzerland, starting on Wednesday, 13 February 2002 at 9.00 a.m.

I. PROVISIONAL AGENDA OF THE MEETING

1. Adoption of the agenda.
2. Designation of officers.
3. **Management, organizational and policy issues**
Invited papers by United Kingdom, Slovenia and U.S. Bureau of Labor Statistics; supporting papers from Australia, Czech Republic, Estonia, France, the U.S. Census Bureau and the U.S. National Agricultural Statistics Service.
4. **Security, confidentiality and privacy issues**
Invited papers by Israel and the U.S. Census Bureau and Internal Revenue Service; supporting papers from Finland, Israel and Italy.
5. **Metadata, conceptual models and standards**
Invited papers by Austria, Eurostat and the University of Edinburgh, United Kingdom; supporting papers from Armenia, Australia, Germany, ILO and XBRL Consortium.
6. **Users' experience with online modes**
Invited papers by Canada, the Netherlands and Norway; supporting papers from Hungary and the U.S. Census Bureau.
7. Future work.
8. Adoption of the conclusions reached at the Work Session.

II. GENERAL INFORMATION

9. The Conference of European Statisticians, at its 2001 plenary session, included this Work Session in its meeting programme (see CES/2001/34/Add.2, programme element 2.2. Statistical data collection and processing). The Work Session will be held in English only. However, selected documents will be available also in Russian.
10. All documentation for the meeting will be made available at the following Internet address:

<http://www.unece.org/stats/documents/2002.02.edr.htm>

Hard copies of documents will be sent out to participants only if requested (please send an e-mail to josephine.rauss@unece.org). The UN/ECE Secretariat will inform participants by e-mail when documents become available on the Internet.

11. The agenda items will be considered based on two main categories of papers, **invited papers** and **supporting papers**. The organisers of the meeting have contacted a small number of countries and asked them to prepare invited papers for specific items. The invited papers will provide the main basis for discussion. However, issues raised in the other papers that countries contribute to the meeting (supporting papers) will also be considered during the substantive discussion.

12. Consideration of individual agenda items will be led by Session Discussants. The sessions will start with the presentation of the invited papers, followed by a brief question period. The Discussants will then introduce the supporting papers. The authors will have an opportunity to comment briefly on their papers and to answer any questions. The Session Discussants and authors of both invited and supporting papers are encouraged to keep in close contact in order to better prepare the discussion and to take into account the requirements of the Discussants. The Session Discussants and their relevant contact information are provided below.

III. EXPLANATORY NOTES TO THE AGENDA

13. The meeting will focus on the substantive topics listed in the Programme of Work of the Conference of European Statisticians under Programme Activity 2: *Technical infrastructure and other cross-cutting issues*, Programme element 2.2: *Statistical data collection and processing* (see CES/2001/34/Add.2).

Agenda item 3: Management, organizational and policy issues

Discussants: Cheryl Landman (U.S. Bureau of the Census) and Jean-Pierre Grandjean (INSEE, France)

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Invited papers:

- *The Development of a Collection Database* (David Baird, United Kingdom)
- *Management, organisational and policy issues related to electronic data reporting in the Statistical Office of the Republic of Slovenia* (Irina Krizman, Mirko Klanjscek and Anka Cerk, Slovenia)
- *Web data collection at the U.S. Bureau of Labor Statistics: an organizational view* (Michael Levi, U.S. Bureau of Labor Statistics)

14. This session will focus on issues of functional organisation in developing and offering this new service to respondents. It would be of particular importance to discuss how some agencies have restructured their activities to offer this additional collection option. The discussion during this session can address a variety of issues:

- integration of the EDR option with the existing data collection methods and processes;
- strategies for migrating EDR research into a production environment including strategies for supporting EDR research, testing (cognitive lab, usability and mode effects) and prototyping while maintaining production and for addressing rapid changes in technology;
- possibility of outsourcing some of that work and how it impacts on the organisation;
- IT policies about developing tools that facilitate EDR (e.g., generalised tools for questionnaire creation);

- relationship of survey collection to national government policy regarding the Internet and online provision of services;
- changes to the hours of service and additional staff necessary to cover these new hours of service and to provide improved service delivery;
- strategies to address the problem of operational resources already stretched in delivering the on-going survey program activities;
- visions of future data collection;
- sharing lessons learned in EDR development.

Agenda item 4: Security, confidentiality and privacy issues

Discussants: Sven Björkqvist (Statistics Finland) and Tony Labillois (Statistics Canada)

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e-mail: sven.bjorkqvist@stat.fi	e-mail: tony.labillois@statcan.ca

Invited Papers:

- *Business Perceptions of Confidentiality* (Nick Greenia, Internal Revenue Service; J. Bradford Jensen and Julia Lane, U.S. Bureau of the Census)
- *Using a New Solution for Interactive Communication between the Two Physically Separated Networks in the CBS of Israel* (Shifra Har and Manor Niza, Central Bureau of Statistics, Israel)

15. There is great concern in many agencies to offer an EDR option to their respondents in a secure manner and, in many instances, it has been a barrier to the development of Web-based solutions. This session is expected to touch on a number of issues:

- development of new guidelines and policies on security, confidentiality and privacy directly related to electronic collection and communication with respondents;
- description of different security solutions deployed by statistical organisations including the aspect of the management of public key infrastructure or other secure solutions;
- impact of strict confidentiality policies on the flexibility, user-friendliness and overall acceptance of the EDR tools by survey respondents;
- awareness and attitudes of statistical office's staff and respondents to security, confidentiality and privacy;
- requirements to inform the respondent about the use of the Internet to complete survey questionnaires and about the associated risks of disclosure;
- security and confidentiality problems related to automatic data extraction from respondents' information systems;
- security issues related to new technologies (like XML, XBRL), impact of the increasing virus threat;
- role of operators and service providers in EDR.

Agenda item 5: Metadata, conceptual models and standards

Discussants: Uwe Kunzler (Eurostat) and Peter Struijs (Statistics Netherlands)

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Invited papers:

- *e-Quest: a metadata-based software for electronic raw data collection at Statistics Austria (Günther Zettl, Austria)*
- *The IQML model of metadata for data capture (Joanne Lamb, University of Edinburgh, United Kingdom)*
- *EDR, metadata, standards and the European Statistical System (ESS) (Uwe Kunzler, Eurostat)*

16. The traditional approach towards making statistics is based on data collection by means of surveys using paper questionnaires. The paper form is gradually being replaced by an electronic one. This new method of data collection has a fundamental impact on the way statistical agencies operate. This session is planned to consider issues such as:

- EDR metadata requirements and standards;
- tools, models, concepts and definitions for multiple surveys offering EDR that can lead to a smaller number of independent contacts for respondents;
- relations between administrative concepts (e.g. accounting standards) and statistical concepts, possibilities of statistical offices to influence the administrative concepts, dealing with differences between administrative units and statistical units;
- automated extraction of information from the respondents' IT systems e.g. accounting or ERP (Enterprise Resource Planning) systems, and the mapping of this enterprise information with statistical concepts;
- the impact of automated extraction and mapping on consistency and quality of statistics;
- the uses of emerging technologies such as XML (extensible markup language) and common languages such as the XBRL (extensible business reporting language) to allow exchange of information;
- EDR options for small and medium size enterprises versus large enterprises.

Agenda item 6: Users' experience with EDR options

Discussants: Tore Eig (Statistics Norway) and Tamás Koltai (Hungarian Central Statistical Office)

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Invited papers:

- *Experiences with implementation of EDR into existing survey programs (Jacqueline Mayda, Canada)*
- *Bringing in internet-respondents: experiences at Statistics Netherlands (Marco Roos, Netherlands)*
- *New approaches to data exchange (Yngve Bergström, Norway)*

17. The purpose of the session is to share experience and solutions and to identify subjects that require future research. The discussion is expected to consider positive experience as well as the problems and difficulties encountered in deploying EDR options. This session should also cover issues on usability of the EDR option by respondents and studies conducted to evaluate the impact of EDR in conjunction with other collection methods on data quality, respondent burden and overall satisfaction. Studies on the various factors that encourage respondents to adopt EDR can be also considered in this session.

18. The discussion is expected to touch upon users' experience with

- offline and online EDR;
- type of data input (filling in questionnaires or extracting data from databases);

- user support and guidance (helpdesks, etc.);
- feedback from respondents;
- survey management;
- verifications of input data;
- resource requirements from users: cost, response times, software and hardware requirements, etc.;
- the functionality, ease of use and installation of EDR tools, usability;
- maintenance of EDR tools.

Agenda item 7: Future work

19. Under this agenda item, the Work Session is expected to discuss issues of potential interest to countries and international organisations for future work by the Conference of European Statisticians on electronic data reporting.

IV. DEMONSTRATIONS

20. Since only a limited amount of time within the boundaries of the meeting can be set aside for demonstrations, they will have to be made during lunch breaks and after the afternoon session ends. To facilitate planning, participants wishing to give a demonstration should inform the UNECE secretariat well in advance of the meeting and also indicate the requested facilities and equipment for the demonstrations.

V. ACCOMMODATION, PASSPORT AND VISA REGULATIONS

21. Participants are requested to make their own hotel reservations. In order to assist participants in organizing their accommodation, the ECE secretariat provides a list of hotels on its WWW site (<http://www.unece.org/stats/geneva.e.html>).

22. All participants attending the Work Session and persons accompanying them 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.

VI. REGISTRATION, SECURITY MEASURES

23. Please fill in the attached Conference Registration Form and send it to the secretariat by fax (+4122 917 0040) **by 15 December 2001** at the latest so that it may be processed well in advance of the meeting.

24. In order to enter the Palais des Nations where the meeting is being held, all participants need to obtain a security pass (ID card). For this purpose, please present yourself with your passport at the Villa Les Feuillantines (shown on the attached map) by 8:30 at the latest on Wednesday, 13 February 2002. Delegates are requested to keep this ID card with them at all times for the duration of the meeting.

25. There are two gates that can be used by participants for entering the UN premises: the pedestrian passage at Place des Nations (buses 5 and 8, stop Nations) and the Pregny Gate (Avenue de la Paix 14, buses 8 and 18, stop Appia). For security reasons the Police can at any time temporarily close the Place des Nations gate. The participants may contact the Security Operations and Control Center at number 917 2902 to obtain the latest information relating to the security situation at the gates.

VII. INFORMATION, MAIL, CORRESPONDENCE

26. All correspondence regarding the Work Session should be addressed to:

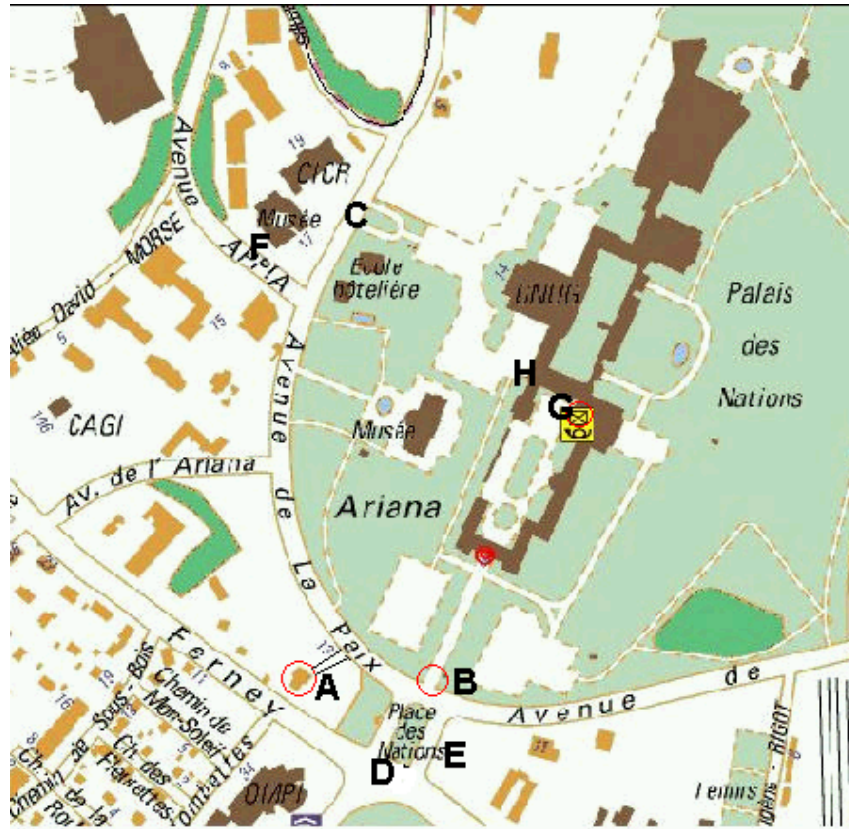
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Map of the UN premises and the UN Security Unit (Villa les Feuillantines) where participants can obtain a security pass



- A - SECURITY,
Villa les Feuillantines
Avenue de la Paix 13
Open from Monday to Friday
from 8:00 a.m. to 5.00 p.m.
(non-stop)
- B - Place des Nations gate
- C - Pregny gate
- D - Bus stop "Nations" (no. 5)
- E - Bus stop "Nations" (no. 8)
- F - Bust stop "Appia" (no. 5, 8, 18)
- G - Door 6 - the main entrance to UN building where
information about the ongoing meetings is posted
- H - Door 11



UNITED NATIONS OFFICE AT GENEVA

Conference Registration Form

Please print

Date _____

Title of the Conference

Joint UNECE/Eurostat Work Session on Electronic Data Reporting (13-15 February 2002, Geneva)

Delegation/Participant of Country, Organization or Agency

Participant

Mr. Family Name _____ First Name _____
Mrs. _____
Ms. _____

Participation Category

Head of Delegation	<input type="checkbox"/>	Observer Organization	<input type="checkbox"/>
Delegation Member	<input type="checkbox"/>	NGO	<input type="checkbox"/>
Observer Country	<input type="checkbox"/>	Other (Please Specify Below)	<input type="checkbox"/>
...			

Participating From / Until			
From	_____	Until	_____

Official Occupation (in own country)

Passport or ID Number

Valid Until

Official Telephone N°.

Fax N°.

E-mail Address

Permanent Official Address

Address in Geneva

Accompanied by Spouse Yes No

Family Name (Spouse)

First Name (Spouse)

On Issue of ID Card Participant Signature _____ Spouse Signature _____ Date _____			Security Use Only Card N°. Issued _____ Initials, UN Official _____
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