

Circular letter sent to the Heads of National Statistical Offices and International Organisations

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22 August 2001

Dear

Subject: Work Session on Statistical Data Editing, 27 – 29 May 2002, Helsinki, Finland

The Conference of European Statisticians, at its forty-ninth plenary session in June 2001, made provision in its programme of work (CES/2001/33/ Add.2, programme element 2.2) for a Work Session on Statistical Data Editing to be held in 2001/2002. The meeting is scheduled to be held in Helsinki (Finland), from 27 to 29 May 2002 and will discuss the following topics:

- (i) **Planning and management of statistical data editing;**
- (ii) **Measuring and evaluating data editing quality;**
- (iii) **Editing of administrative data;**
- (iv) **Impact of new technologies on statistical data editing.**

The explanatory notes to the topics are attached in Annex 1 for your convenience.

The topics will be considered based on two main categories of contributions: **invited papers** and **contributed (or supporting) papers**. The following countries have expressed their interest in preparing invited papers for the meeting: Canada, Germany and Switzerland for topic (i); Canada, Germany, Italy, Sweden, Switzerland and United Kingdom for topic (ii); France, Israel and Italy for topic (iii); and Austria, Finland, Poland, Switzerland and Eurostat for topic (iv). The invited papers will provide the main basis for discussion on the given item. However, the other papers that countries contribute to the meeting (supporting papers) are also welcome, and major issues raised in them will be also discussed under that topic.

We would very much appreciate it if you could inform us **before 1 October 2001** whether your country intends to submit a report(s) on any of the topics listed above. Furthermore, please indicate whether you would like to present any demonstrations at the meeting. The Work Session will be held in English only. In order to facilitate the preparation of the meeting, I would be grateful if you would let us have the name(s), telephone and fax numbers and e-mail address of the author(s) at the same time.

The papers should preferably not exceed 8 pages and should be submitted to the ECE secretariat by **15 March 2002** at the latest to allow for reproduction and distribution before the meeting. Please see the Annex 2 to this letter for formatting requirements for documentation. Contributions should be sent to us in electronic form preferably by e-mail (address: jana.meliskova@unece.org). In preparing the papers we strongly recommend to follow the format set out in the template attached in the Annex 2.

Documentation for the meeting will be made available on the Internet at the following address:
<http://www.unece.org/stats/>

Should you have any queries concerning the meeting, please contact Mrs. Jana Meliskova, UN/ECE Statistical Division, tel.: +41 22 917 41 50; fax +41 22 917 00 40, e-mail: jana.meliskova@unece.org.

I look forward to hearing from you soon.

Yours sincerely,



Paolo Garonna
Director

Statistical Division
Economic Commission for Europe

Annex 1

Explanatory notes to the agenda

I. Planning and management of statistical data editing

For editing to be truly effective, the process must be part of a continuing improvement cycle of the whole survey process. To this end, the editing steps must be properly and systematically planned and managed. The papers under this section will consider different ways to quantify the effect of data editing and information management for planning, monitoring and fine-tuning the editing processes. Based on these and other contributions, the meeting is expected to consider the methods to evaluate the editing and imputation procedures as a prerequisite for the efficient management of data editing. The aim of the discussion would be to identify good practices on how to use information from the editing stage in optimising resources devoted to editing and for improving other stages of the survey process.

II. Measuring and evaluating data editing quality

Under this topic, the work group will review aspects of measuring quality of editing and imputation procedures. The papers will consider different ways to measure the impact of data editing processes on the various dimensions of quality in relation to user needs. Contributions that propose specific, operationally efficient indicators that would enable the measuring process to take place are particularly welcome. The discussion can also deal with using data quality measures to manage the editing and imputation process, such as how to define and measure the quality of the process, the relation between process quality and data quality, and how to quantify the level of quality improvement.

A secondary aim of the discussions would be to develop proposals on how to standardise the evaluation methods to form an objective basis for comparing different data editing applications in terms of quality. As such, proposals for principles for constructing data for monitoring and evaluation of the editing process and for providing benchmark data would be welcome.

III. Editing of administrative data

Editing of administrative data, that is data that is collected for other than just statistical purposes, poses unique challenges as well as opportunities. The work session will welcome contributions that illuminate this special aspect of editing. Empirically based papers are of particular interest, especially those that show how potential difficulties were overcome. Contributions to this topic will, by nature, be data specific. Care should be taken, that proposed methods are portable, that is, that others may usefully learn from the experiences.

IV. Impact of new technologies on statistical data editing

Under this topic, the papers are expected to provide information about new developments in data editing and imputation. Contributions could deal with progress in data editing theory and methodology, as well as with the implementation of specific new techniques and software tools. Achievements in the development of generalised editing and imputation software and in individual tailor-made editing systems are appreciated.

Presentations of new methods and techniques should be accompanied with an evaluation of operational feasibility and the organizational issues associated with their implementation. The contributions could also describe on which kind of data and under which circumstances the new method performs best. It would be desirable to distinguish between those methods in the stage of theoretical development, those in the stage of test or pilot projects, and those which are implemented in practice.

Identification of potential areas for further research on data editing methods and tools, as well as the role of the editing process in the organisation of the whole survey would be most appreciated.

ANNEX 2

TITLE OF PAPER IN TIMES NEW ROMAN 12 POINT BOLD

Invited/Contributed paper

Submitted by (name of Institute, country)

Text left aligned in 11 or 12 point Times New Roman font

Abstract: A short abstract of contents not exceeding one paragraph may be inserted here before the Introduction.

I. INTRODUCTION (in bold capital letters)

1. The first section should be the introduction. Each section should be numbered with roman numerals (I. II. III. etc.) and each paragraph numbered consecutively (1. 2. 3. Y). The paper should finish with the Conclusions, followed by the References. The headings of each section should be in bold, capital letters. Sub-headings should be in bold initial capitals and lettered A. B. C. etc.

2. Paragraphs should be left aligned with a blank line between paragraphs in either 11 or 12 point Times New Roman font. Footnotes should be in Times New Roman 10 point font. Margins should be set at 2.5 on top and left, 2 on right and bottom.

3. The size of the paper in terms of memory must be limited (preferably not exceeding 1 MByte). Bigger papers cause many problems when handling, printing, disseminating and archiving.

4. In general, we cannot reproduce colour pictures on paper. They will be copied in black-and-white, but the colours will be visible on Internet. Therefore, converting colour images to black-and-white is a possible solution for reducing the document size in Bytes.

5. If the paper includes a lot of graphics, formulas, etc., please also send us a hard copy.

6. Please DO NOT include in your papers:

- company logos (the name of the author and the institution where he/she works is sufficient);
- page headers/footers;
- built-in or user-defined styles;
- coloured or shaded background;
- too many pictures/graphics.

A. First Sub-heading under Section I (in bold initial caps)

B. Second Sub-heading under Section I, etc.

II. SECTION HEADING

III. CONCLUSIONS

References

Name of author, title of reference paper, publishing year etc.