



NATIONS UNIES  
COMMISSION ECONOMIQUE  
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ  
ЭКОНОМИЧЕСКАЯ КОМИССИЯ  
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FOR EUROPE

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Réf. No : ECE 253 (4-18)  
(à rappeler dans la réponse)

Palais des Nations  
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10 September 2002

**Preparatory work for the Joint UNECE-Eurostat  
Work Session on Registers and Administrative Records for Social and Demographic Statistics  
(Geneva, 9-11 December 2002)**

Dear

I am writing to inform you that a Joint UNECE-Eurostat Work Session on Registers and Administrative Records for Social and Demographic Statistics will be held in Geneva from 9-11 December 2002.

The meeting is being organised jointly with Eurostat in accordance with the decisions taken by the Conference of European Statisticians at its 50<sup>th</sup> plenary session (document CES/2002/32/Add.4, PE 4.11c).

The following substantive topics will be discussed:

1. Quality considerations in the use of administrative data and registers for statistical purposes;
2. New developments in methodology for linking of registers and administrative records (including methods of editing);
3. Use of business register in social statistics;
4. Innovative usage and planned future use of information technology in social and demographic statistics;
5. Progress reports by Eurostat on harmonisation and integration, and specific research programmes under the "Fifth Framework" (information provided by Eurostat).

Based on the recommendation of the March 1999 Work Session on Registers and Administrative Records for Social and Demographic Statistics, and after consultations with experts involved, session organisers have been appointed for each of the above topics, as follows: Mr. Alex Clark (UK) for session 1; Mr. Paul van der Laan (Netherlands) for session 2; Mr. Folke Carlsson (Sweden) for session 3; and Mr. Pieter Everaers (Netherlands) for session 4. Eurostat will provide information on item 5.

**Organization of the meeting, documentation and languages**

In order to have more focused discussion at the meeting, the secretariat will arrange, with the help of the Session Organisers, to have several Invited Papers on the first four topics. Other papers that countries may wish to contribute to the meeting will be issued as "Supporting Papers", and these will provide a supplementary basis for discussion. Supporting Papers contributed by countries on topics 1-4 are of course highly welcome. Statistical offices that intend to contribute a paper on any of those topics should notify the ECE secretariat by 18 October 2002 indicating the topic, preliminary title and names of authors.

All papers (invited and supporting) should reach the UNECE secretariat in electronic form, preferably in Word format, by 10 November 2002 in order to be formatted, reproduced and posted on the web page of the work session in advance of the meeting. Documents should be submitted as one file only with tables and pictures incorporated in them. It should also be noted that the papers should be a maximum of 10 pages in length and 1 MB in electronic form.

The working language of the Work Session will be English. Because translation and interpretation facilities will not be available, reports submitted in one of the UNECE official languages (English, French and Russian) will be reproduced in the original language only. Therefore, a short English summary (approximately 1 page) is desirable for papers submitted in official languages other than English.

Papers should be sent to Mr. Paolo Valente at the following e-mail address: [paolo.valente@unece.org](mailto:paolo.valente@unece.org)  
The UNECE secretariat will make sure that all invited and supporting papers will be made available on the UNECE web site at the following address: <http://www.unece.org/stats/documents/2002.12.registers.htm>

### **Participation and registration**

In accordance with standard UNECE practice, national statistical offices in the UNECE region are invited to send their experts. Furthermore, other United Nations member states and interested international organisations are welcome to participate in the meeting. In accordance with standard practice, participants are expected to pay for their own travel and per diem expenses and make their own reservations for accommodation.

Participants should register in advance by completing and sending to the UNECE secretariat the registration form, which is annexed to this letter and is available at the UNECE site:

<http://www.unece.org/stats/geneva.e.htm>

Registration forms should be sent by fax to the UNECE secretariat (+41-22-9170040) as soon as possible and not later than 10 November 2002. The UNECE site also contains a list of hotels in Geneva and information for visitors to the Palais des Nations including a map of the UN premises.

On the first day of the meeting, participants are requested to arrive early enough to obtain their ID badges from the Security Identification Office (Villa les Feuillantines, 12, Avenue de la Paix) prior to the commencement of the meeting. The Security Identification Office is open during workdays from 8 a.m. to 5 p.m.

### **For more information**

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I should appreciate it if you would let us know at your earliest convenience, the name(s) of those persons in your organisation who will attend the meeting.

Yours sincerely,

John Kelly  
Officer-in-Charge  
Statistical Division  
Economic Commission for Europe