

**UNITED NATIONS STATISTICAL COMMISSION and
ECONOMIC COMMISSION FOR EUROPE**

**EUROPEAN COMMISSION STATISTICAL
OFFICE OF THE EUROPEAN
COMMUNITIES (EUROSTAT)**

CONFERENCE OF EUROPEAN STATISTICIANS

INTERNATIONAL LABOUR OFFICE (ILO)

Joint UNECE/ILO/Eurostat Seminar on the Quality of Work
(Geneva, 18-20 April 2007)

INFORMATION NOTICE FOR PARTICIPANTS

The meeting will be held at the Palais des Nations.
The meeting will start at 9:30 a.m. on Wednesday, 18 April 2007

I. PURPOSE OF THE MEETING

1. The UNECE/ILO/Eurostat Seminar on the Measurement of Quality of Work that took place on 11-13 May 2005 in Geneva recommended the continuation of the process towards the development of a common framework, methodologies and identification of good practices for measuring the multiple dimensions of the quality of work. To this end, the 2007 Seminar will examine and discuss a common conceptual framework and a core list of indicators that will be presented by the Task Force on the Measurement of Quality of Work, organised by the ILO and endorsed by the UNECE CES Bureau.
2. The Seminar will have the following major objectives:
 - Review a common framework for measuring the qualitative dimensions of work that will be developed by the ECE Task Force on the Measurement of Quality of Work, embracing the European Union, the Dublin Foundation and the ILO Quality of Work and Decent Work paradigms.
 - Discuss the relevance and usability of a core set of indicators recommended for measuring the different qualitative dimensions of work underpinning the above framework and review countries experiences (sources and data collection methods) in producing the related data.
3. Expected outcomes of the meeting are an agreed upon common framework for measuring the qualitative dimensions of work applicable in different countries, a core set of indicators for measuring the qualitative dimensions of labour and, possibly, the identification of best practices in measuring the qualitative dimensions of labour with statistical indicators.

II. TENTATIVE AGENDA OF THE MEETING

4. In compliance with the major objectives listed above, the following two substantive topics will be discussed:
 - 1) Conceptual framework for measuring the qualitative dimensions of work: an integration of the existing perspectives embracing the EU Quality of Work, the Dublin Foundations and the ILO Decent Work paradigms;

2) Measuring the qualitative and quantitative aspects of work with statistical indicators: How well the current indicators measure the different dimensions of quality of work.

5. The annotated agenda will be posted as soon as it will be available, on the web page of the meeting at the following address <http://www.unece.org/stats/documents/2007.04.labour.htm>

III. PARTICIPATION, ACCREDITATION AND REGISTRATION

6. Representatives of all Member States of the United Nations and of interested intergovernmental organizations are welcome to participate in the meeting. Participants representing non-governmental organizations in a consultative status with the United Nations Economic and Social Council may also attend. The competent authorities of their country or international organization must accredit all participants.

7. 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/ILO/Eurostat Seminar on the Quality of 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 22 917 0040 or e-mail: david.boko@unece.org).

8. The statistical offices and international organizations are asked to inform the UNECE secretariat **before 29 January 2007** whether their organization intends to participate at the meeting and/or submit a contribution on the topics mentioned above. Please indicate the topic to which the paper will refer as well as *participant(s) name(s) and their contact data*.

9. Participants are requested to fill in the attached **Conference registration form** and send it to the UNECE secretariat by fax (+41 22 917 0040) **by 30 March 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.

10. 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 8:30 a.m. at the latest on Wednesday, 18 April 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.

11. 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

12. The working languages of the meeting will be English, French and Russian. Simultaneous interpretation will be provided. The documentation will be in English only.

13. The Organizers of the Seminar will ask selected countries to prepare **invited papers** and to present them at the Seminar and will appoint Discussants to lead the discussion on individual agenda items. The **supporting papers** will be distributed to the delegates via the Seminar's website, and they will not be presented but only summarized by discussants.

14. The following deadlines and requirements apply:

- Participants in the seminar who would like to submit a supporting paper should inform the UNECE secretariat of their intention by sending an email message (david.boko@unece.org) by **29 January 2007** at the latest. The message should include a short abstract (approximately half a page) of the paper.
- The full versions of papers, *not exceeding 8 pages in length (including tables, references, annexes, etc.)*, should be sent in MS Word format (via e-mail, diskette or CD-ROM) to Mr. David Boko (david.boko@unece.org) by **16 March 2007** at the latest.
- The supporting papers can be submitted in English, French or Russian, but since documents will not be translated, authors are invited to submit their papers in English or provide its short translation in English

15. The UNECE Secretariat will make sure that all invited and supporting papers will be made available on the UNECE website at the following address: <http://www.unece.org/stats/documents/2007.04.labour.htm>

16. Authors of invited papers will have 10-15 minutes per paper for the presentation. UNECE Secretariat cannot provide translation of the presentations.

- PowerPoint and Adobe presentations should be sent to the UNECE Secretariat by 9 April 2007 at the latest, so that these can be installed on the computer for presentation at the seminar.
- The UNECE secretariat will post the presentations on the website after the meeting.

17. Delegates are encouraged to download the papers from the website and bring their own copies to the meeting. Documents posted on the website before the meeting will not be distributed in the conference room.

V. ACCOMMODATION

18. 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"). If difficulties are encountered, participants may contact their Permanent Mission in Geneva for assistance.

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/ILO/Eurostat Seminar on the Quality of Work, Geneva, 18-20 April 2007

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 From / Until
Delegation Member	<input type="checkbox"/>	NGO (ECOSOC Accred.)	<input type="checkbox"/>	From <input type="text" value="18 April 2007"/>
Observer Country	<input type="checkbox"/>	Other (Please specify below)	<input type="checkbox"/>	Until <input type="text" value="20 April 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				<input type="checkbox"/>

Origin of Identity Document

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Valid Until

Official Telephone No.

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Official Occupation

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Email Address

On Issue of ID Card

Participant Signature

Date

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