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13 November 2006

ENGLISH ONLY

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

CONFERENCE OF EUROPEAN STATISTICIANS

**UNECE Workshop on Disability Statistics in SPECA member countries -
StatCapCA Training Workshop Nr.2**

(Bishkek, Kyrgyz Republic, 13-15 December 2006)

INFORMATION NOTICE No. 1

The meeting will be held in Hotel Ak-Keme, Prospekt Mira 93, 720044 Bishkek, Kyrgyz Republic, from 13 to 15 December 2006, starting at 09.30 a.m.

The registration of participants will start at 09.00.

The Training Workshop is organized in co-operation with UNESCAP and the National Statistical Office of the Kyrgyz Republic

I. PURPOSE AND PARTICIPANTS OF THE TRAINING WORKSHOP

1. The aim of the Training Workshop is to introduce participants to the best practices on Disability Statistics and to develop the know-how in methodologies of measurement of the health status of the population. It is organized for Health Statistics Directors and staff engaged in the measurement of disabilities in the national statistical offices and ministries of health in Central Asia and Azerbaijan. The participants need to be familiar with the present methods of data collection in this field and be able to give short presentations on the methodologies used for producing Disability Statistics in their respective countries.

2. The workshop is organized through plenary sessions with lectures and discussions and working groups where participants will be asked to engage in technical discussions on the methods used to measure disability. All participants are expected to participate actively in the different activities.

II. PROVISIONAL AGENDA OF THE TRAINING WORKSHOP

3. The final Agenda of the Training Workshop will be specified by the end of November and sent out to all registered participants. The Provisional Agenda below gives an insight of the themes to be focused on. The Training Workshop will consist of the following topics:

Concepts, definitions and classifications of disability according to the International classification of functioning, disability and health (ICF)

Different use of disability statistics

Sources of disability data

Issues related to the measurement of disability in surveys and censuses

The International approach to measurement of disability; The Washington Group approach.

III. PARTICIPATION AND ACCREDITATION

4. National Statistical Offices of Central Asian countries are welcomed, in co-operation with respective ministries of health, to nominate two or more delegates to participate in the Workshop. UNECE will, in the framework of the UN Development Account project StatCapCA, have the possibility to provide financial support for the participation of two delegates per country.

5. Participation funded by the NSOs themselves or other country sources is strongly encouraged.

6. Representatives who wish to participate should complete the attached registration form and send it both to the UNECE secretariat (fax: +41 22 917 0040, e-mail: mijidgombo.oyunjargal@unece.org) and to the National Statistical Committee of the Kyrgyz Republic, fax: +996 312 66 31 08, e-mail icd@stat.kg **by 24 November 2006**.

IV. TRAVEL AND ACCOMMODATION

7. All participants attending the Workshop are requested to have a valid passport and, if required, a visa. Applications for possible visas should be made as soon as possible to the Embassy of the Kyrgyz Republic in the country in which the participants reside, with a reference to the UNECE Training Workshop on Disability Statistics in SPECA member countries - StatCapCA Training Workshop Nr 2. If necessary, the National Statistical Committee of the Kyrgyz Republic can provide a letter to facilitate obtaining a visa. Contact person for this purpose is Mr. Omurbek IBRAEV, fax: +996 312 66 31 08, e-mail icd@stat.kg.

8. UNECE will cover airfare and per diem (DSA) for the duration of the Workshop for two participants per country, excluding participants from the hosting country. Any other participant(s) will be at their own costs. During the Training Workshop, the organizers of the Workshop will distribute to the participants DSA at the United Nations prevailing rate in Bishkek (approximately

USD 152.00 per day) to cover accommodations, meals and other incidental expenses. If, for any reason, the participant is unable to attend for the full duration of the Workshop, a proportionate reduction in the allowance will be made.

9. Please note that UNECE will not assume responsibility for any other expenditure, including the following:

All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;

Salary and related allowances for the participants during the period of the Workshop;

Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the Workshop;

Compensation in the event of death or disability of participants in connection with their attending the Workshop;

Any loss or damage of personal property of participants while attending the Workshop or losses or damages claimed by third parties as a result of negligence on the part of the participants;

Any other expenses of a personal nature, not directly related to the purpose of the Workshop.

10. In order to obtain the DSAs, participants need to submit on the first day of the Workshop

- **A copy of the passport showing personal details, including photo and the immigration stamp in Bishkek;**
- **A copy of the air ticket;**
- **Boarding pass(es).**

11. Upon receipt of confirmation of attendance and due information on financing of participation, referred to in Para 4, UNECE will make arrangements, through the local UNDP offices, to issue most direct economy air tickets for participants to travel from the country of their residence to Bishkek and return. Arrangements will be made for participants to arrive in Bishkek on Tuesday, 12 December and depart for their respective countries on Saturday, 16 December 2006, depending on available flight connections. Participants should not purchase tickets by themselves. Please note that if tickets are not issued by the rules above, the UNECE will not be in a position to reimburse them.

12. Any questions regarding travel arrangements and collection of air tickets should be addressed to UNDP country offices. However, additional queries can be addressed to UNECE Secretariat, Mr. Petteri Baer (petteri.baer@unece.org , tel.:+41 22 917 3311).

13. Participants are advised to ensure that they have adequate travel and medical insurance for the duration of the Workshop.

14. A bloc reservation will be made in advance for all participants to stay at the Ak-Keme Hotel, which also is the venue of the Training Workshop. For logistical reasons and in order to encourage international interaction during the Training, participants are strongly encouraged to reserve their accommodation in this hotel. Participants are, however, requested to make their own hotel reservations themselves at the e-mail address bishkek@akkemehotel.com Tel: +996 (312) 54 01 43 Fax: +996 (312) 54 24 04. At the hotel mentioned, the use of the reservation code "Statistics – StatCapCA" will provide the accommodation at a reduced special price. The special price, USD 54.00 for a single, USD 66.00 for a double room, is applicable for reservations made before **4 December 2006**. Participants arranging their accommodation for some reason or other elsewhere are kindly requested to inform about this in their registration form.

15. For logistical reasons, participants are requested to complete and submit “Flight and Hotel confirmation” form, to be sent out at a later stage of preparations and returned at least 7 days prior to the beginning of the Workshop.

V. DOCUMENTATION, METHODS OF WORK AND OFFICIAL LANGUAGES

16. The working languages of the meeting are English and Russian. English/Russian interpretation will be available.

17. Sources of training materials can be found on the web sites

- <http://unstats.un.org/unsd/methods/citygroup/washington.htm>
- <http://www.cdc.gov/nchs/citygroup.htm>

and in the publication *The Dynamics of Disability – Measuring and Monitoring Disability for Social Security Programs*, National Academy Press, Washington 2002.

18. Lectures, presentations and other training materials will be made available on the website of the UNECE secretariat at the following location:

<http://www-dev.unece.org/stats/documents/2006.12.health.htm>

19. Participants of the Training Workshop are encouraged to download the papers from the website and get acquainted with them already before the Workshop. They should also bring their own copies to the meeting. Documents posted on the website before the meeting will not be distributed in the Training facilities.

**REGISTRATION FORM
РЕГИСТРАЦИОННАЯ ФОРМА**

**SECOND TRAINING WORKSHOP
OF THE PROJECT StatCapCA**

ВТОРОЙ СЕМИНАР ПРОЕКТА StatCapCA

**Bishkek, Kyrgyz Republic / Бишкек, Кыргызская Республика
13 – 15 December 2006 / 13-15 декабря 2006 г.**

Family name (Mr./Ms.):
Фамилия (г-н, г-жа)

First name:
Имя

Delegation (Country or organization):
Делегация (страна или организация)

Professional title:
Должность

Official address:
Официальный адрес *(Name of government body, organization or company)*
Название учреждения, организации или компании

.....
Street/Улица:

City/Город: **Telephone/Телефон:**

Postal code/Почтовый индекс: **Fax/Факс:**

E-Mail: **Telex/Телекс:**

Please complete this form and send it by fax to the UNECE Secretariat (+41 22 917 00 40) and to the National Statistical Committee of the Kyrgyz Republic, to the attention of Mr. Omurbek IBRAEV (Fax: +996 312 66 01 38). Просьба заполнить этот бланк и направить его по факсу в секретариат ЕЭК ООН (+41 22 917 0040) и г-ну Омурбеку Ибраеву, в Национальном статистическом комитете Кыргызской Республики (+996 312 66 01 38).