

**Report of the 12<sup>th</sup> Meeting of the  
Committee for the Coordination of Statistical Activities**

**I. Introduction**

1. The twelfth meeting of the Committee for the Coordination of Statistical Activities (CCSA) was held in Tunis, Tunisia from 11-12 September 2008. The meeting was hosted by the African Development Bank. Mr. Pieter Everaers, Director of Agriculture and Environment Statistics and Statistical Cooperation of Eurostat and co-chair of the Committee, welcomed the participants and thanked the African Development Bank for hosting this meeting. Mr. Michel Mouyelo-Katoula also welcomed the participants on behalf of the African Development Bank and the African Statistical Coordination Committee (ASCC). Mr. Everaers chaired the meeting with the exception of Session E which was chaired by Mr. Paul Cheung the Director of the United Nations Statistics Division and co-chair of the Committee. The agenda, documents presented and the list of participants are attached as annex I, II and III respectively as well as the revised Terms of Reference of the CCSA.

**II. Work of the CCSA Meeting**

**A. Adoption of the agenda and other issues**

2. The Committee adopted the provisional agenda with minor changes (See Annex I).

**B. Revised terms of reference of the CCSA**

3. The Committee discussed the draft of the revised Terms of Reference of the CCSA prepared by the two Co-chairs and the Secretariat. After detailed discussion, comments from members were incorporated into the new document, annexed to this report.

4. The new Terms of Reference were approved by consensus, subject to editing and review of Annex 2. Members of the CCSA. The final version of the document will be circulated to members and posted on the Committee's website.

### **C. Results of the work by the Task Team on Population Estimates**

5. The Committee considered the paper “*Report on Issues and Practices in the Use of Population Estimates by International Organizations*” (Document SA/2008/10), prepared by the UN Population Division and discussed the conclusions.

6. The Committee welcomed the report and congratulated the task team on its work, noting that additional steps have still to be undertaken to complete their third task. Some words of caution from the Committee were given on their work on developing internationally agreed standards on annual population statistics.

7. The Committee stressed the need for inclusion of user involvement and the issue of geographic coverage and territorial conflict areas in the task team reports. The proposal for the increased role of the Regional Commissions was welcomed. Caution with the use of country data was advised; the data used for population estimates should be of good quality, i.e. compiled in a transparent way and accompanied with metadata.

8. The task team is invited to work on the third part of the mandate and the Committee looks forward to seeing the final report in September 2009.

### **D. Further involvement of national and international agencies in the SDMX initiative**

9. An oral presentation on behalf of the SDMX sponsor group was given by Mr. Pieter Everaers. The CCSA Committee was updated on the ongoing developments with respect to the action plan which is taking shape on international capacity building and outreach, including the involvement of national and international agencies, e.g. creation of an advisory group and fostering collaboration through meetings, conferences, etc. The Committee was also informed about the global SDMX conference to be organized next January.

### **E. Coordination of statistical capacity building activities**

10. The Committee took note of the progress reports of the four Task Teams created during the 8<sup>th</sup> session of the CCSA with the aim to review the issues of coordination in some specific areas of interest in technical cooperation.

#### Task Team 1

11. The Committee welcomed the work done by the Task Team 1, led by PARIS21, on setting up a partner reporting mechanism for collection of information on statistical capacity building activities. The Committee, however, expressed concerns about the fact that some of the major players providing support to statistical development have not responded to the PRESS questionnaire. The Task Team 1 was requested to present the

finalized project inventory at the February 2009 meeting of the CCSA together with a short note on how to meet the “*information sharing objective*” more effectively.

#### Task Team 2

12. UNSD, the lead agency of Task Team 2, presented the report “*Regional Statistical Training Centers*” (Document SA/2008/13). As agreed during the 10<sup>th</sup> session of the CCSA, the report includes an inventory of regional training centers and those national training centers that provide training to official statisticians outside the country. Some members indicated that there are additional training centers that qualify for inclusion in the inventory. It was agreed that the CCSA members will have an opportunity to provide final inputs into the inventory. With this the Committee considered the Terms of Reference of Task Team 2 completed. UNSD was invited to post the report and final inventory of training centers on the web by the end of October 2008.

#### Task Team 3

13. The World Bank presented the draft report of Task Team 3 on modalities for coordination of technical cooperation programmes at the sub-regional level. Members were asked to provide comments on the draft report. The deadline for submission of comments would be 30 September 2008, to allow World Bank sufficient time to incorporate them into the document. The World Bank committed to finalize the report and post it on the web by the end of October 2008. The Committee thanked the World Bank for the work well done and agreed to dismiss the Task Team 3.

#### Task Team 4

14. The African Development Bank presented the paper prepared by the African Center for Statistics (UNECA) on construction of the African Statistical Development Index. The index aims at: (i) measuring progress towards RRSF (Regional Strategic Framework for the Statistical Capacity Building in Africa) implementation; (ii) identifying strengths and weaknesses of countries; and (iii) clustering country performances. The Committee recognized the potential use of this index for monitoring statistical development in Africa and encouraged Task Team 4 to continue its work. Members agreed that a comprehensive report about the outcome from the work of Task Team 4 should be presented at the 2010 meeting of the African Statistical Commission.

#### General debate

15. There was an extensive debate throughout the entire session of the Committee on how to improve the donor coordination in statistical capacity building activities. The members reached a consensus that for doing so an effective information tool, which is forward looking and allows sharing of information for advanced planning, would be necessary. PARIS21, as a lead organization of Task Team 1, agreed to elaborate on this in the note on how to meet the “*information sharing objective*” more effectively, which will be presented at the 13<sup>th</sup> session of the CCSA (see para. 11).

## **F. Modalities of data sharing among international organizations**

16. The Committee considered the proposal for a code of data sharing, as presented in the ECE report “*Modalities of Data Sharing among International Organizations: Proposal for a Code on Data Sharing*” (Document SA/2008/11). Concerns that the proposal goes beyond the agreed terms of reference, namely, to outline good practices for data sharing among CCSA members, were expressed. The Committee was not able to come to a positive conclusion due to the differences in the opinion of members regarding the feasibility of the proposal.

17. The Committee agreed that further work in exploring best practices with respect to data sharing among international organisations will be necessary and that the Committee should take a constructive position, without involving legal terms. It was agreed that a new Task Team, lead by the ECB will be established. Eurostat, OECD, World Bank and the World Tourism Organization volunteered to be part of the Task Team. The ECB will draft the terms of reference of the Task Team and circulate them among the CCSA members by the end of November 2008.

## **G. Information items**

18. *Statistical programme of the African Development Bank (Document SA/2008/18)*: The Committee found the presentation very informative and comprehensive and congratulated the AfDB for the ambitious programme.

19. *Classification of statistical activities (Document SA/2008/19)*: The Committee took note of the document, presented by PARIS21 which introduced the classification of statistical activities as currently used for the purposes of Task Team 1 and for future reporting on Donor Support. The CCSA members were invited to provide comments.

20. *Evaluation of the Quality Conference (Document SA/2008/20)*: Eurostat presented the conclusions of the last CCSA Quality Conference and suggested the next steps in the CCSA work on a quality assurance framework. Eurostat agreed to the proposal to prepare a comprehensive document for the 41<sup>st</sup> Session of the UN Statistical Commission in February 2010. It was further agreed that the Co-chairs of the CCSA will prepare for the February meeting of the Committee a proposal for the topics and formats of future CCSA special events. The World Trade Organization agreed to prepare a note about the use of non-official data when official data are missing in imputations/estimations made by the international organizations for the 14<sup>th</sup> session of the CCSA.

21. *Inventory of groups, task teams and other coordination mechanisms in the international statistical system (Document SA/2008/21)*: Eurostat presented the latest version of the inventory and reiterated the invitation to members for providing comments. The deadline for submission of comments would be end of October 2008.

22. *Directory of organization members of the CCSA (Document SA/2008/22)*: It was agreed that Eurostat will send out a revised template for final comments to members of the CCSA. The exact deadlines for each step of this action, including the planned data collection, are shown in *K. Actions to be taken by the Committee*.

23. *Coordination to improve the quality and coherence of labour statistics at the national and global levels*: The ILO representative made an oral update about the ongoing initiatives in the ILO work. The issue of better coordination in labour statistics came from the recommendations of the 39<sup>th</sup> Session of the UN Statistical Commission and the programme review of employment statistics. According to the Commission's request ILO will report back to the Commission at its 40<sup>th</sup> Session on the outcomes of the November 2008 International Conference of Labour Statisticians and the other actions taken in the implementation of the recommendations of the review of the employment statistics report, including the development of a road map.

## **H. Other business**

24. The UNSD announced the proposal for observing a World Statistics Day on 20 October 2010 and invited CCSA members to support this initiative. The UNSD would be open for suggestions on how best to operationalize it. International and regional agencies were encouraged to take full advantage of this initiative and use it as an advocacy for official statistics.

25. The Committee thanked Mr. Heinrich Brünger, UN-ECE, for his active participation in the CCSA and wished him well on his forthcoming retirement.

## **I. Dates and venues of 2009 sessions**

26. The Committee agreed to hold its 13<sup>th</sup> session in New York in the morning of 23 February 2009, back-to-back with the 40<sup>th</sup> session of the United Nations Statistics Commission. The Committee was also pleased to accept the offer of the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) to host the 14<sup>th</sup> session of the CCSA in Bangkok, Thailand from 10-11 September 2009.

## **J. Agenda for the 13<sup>th</sup> session of the Committee**

27. The Committee agreed on the following topics to be discussed at the 13<sup>th</sup> session:

- Final project inventory, incl. proposals on how to meet the “*information sharing objective*” more effectively, prepared by Task Team 1 (PARIS21) (information);

- Co-chairs' proposal for the topics and formats of future CCSA special events (discussion);
- Results of Eurostat's work on development of a directory of the organizations members of the CCSA (information);
- Agenda for the 14<sup>th</sup> session of the CCSA.

## K. Actions to be taken by the Committee

Action	Lead Agency	Participating Agencies	Deadline	Output
<p><b>Task Team on Population estimates:</b> To present final report by September 2009 focused on the third item of ToR – development of standards for annual population statistics</p>	UN Population Division	World Bank; UIS, UNFPA, UNSD, AfDB, ECE, ECA, WHO and UN Population Division	September 2009	Final report of the Task Team
<p><b>Task Team 1 on Reporting mechanism on statistical capacity building activities:</b> Present finalized project inventory; make proposals on how to meet “<i>information sharing objective</i>” more effectively</p>	PARIS21	ECE, Eurostat, World Tourism Organization, World Bank, PAHO	February 2009	Report to the CCSA
<p><b>Task Team 2 on Capacity building through regional training initiatives:</b> To give opportunity to CCSA members to provide inputs into inventory and complete work by posting final product on the web</p>	UNSD	ILO, FAO, PARIS21	10 October 2008  End of October 2008	All members to provide inputs into inventory  Final report and inventory posted on the web
<p><b>Task Team 3 on Modalities for coordination of technical cooperation programmes at the sub-regional level:</b> Complete work by finalizing the report taking into account comments received</p>	World Bank	WHO, PARIS21, AfDB, World Bank	30 September 2008  End of	All members to provide comments on the draft report  Final report

			October 2008	of the Task Team
<b>Task Team 4 on Effectiveness of capacity building activities in Africa:</b> Continue work; report to the African Statistical Commission	African Development Bank and ECA	WHO, PARIS21, World Bank, UNSD	January 2010	Report to the African Statistical Commission
<b>Modalities of data sharing among the international organizations:</b> Further work is to concentrate on “best practices”; formation of a Task Team, lead by the ECB; define terms of reference of the Task Team	European Central Bank	OECD, Eurostat, World Bank, WTO/OMT	End of November 2008	Draft of the ToR to be circulated to members of the CCSA
<b>Revised Terms of Reference of the CCSA:</b> Approved by consensus; subject to editing and review of Annex 2; Secretariat to finalize, circulate and post on the web.	Secretariat	Two Co-chairs	20 September 2008  October 2008	Non-edited version of ToR to be attached to the report of the 12 <sup>th</sup> meeting  Final ToR to be circulated to members and posted on the web
<b>Follow up to the evaluation of the Quality Conference:</b> Co-chairs to prepare a proposal for the topics and formats of future CCSA special events  Eurostat to prepare a comprehensive document on Quality Assurance Framework for the 41 <sup>st</sup> Session of the Statistical	Co-chairs	Secretariat	February 2008  November 2009	Report to the 41 <sup>st</sup> Session of the Statistical

Commission (2010)				Commission
<b>Follow up to the evaluation of the Quality Conference:</b> World Trade Organization to prepare a note about the use of non-official data when official data are missing in imputations/estimations made by the international organizations	World Trade Organization (WTO/OMT)		September 2009	Report to the 14 <sup>th</sup> CCSA Meeting
<b>Inventory of groups, task teams and other coordination mechanisms:</b> All members to provide comments for the inventory	Eurostat		End of October 2008	
<b>Proposal on the development of a directory of the organization members of the CCSA:</b> Eurostat to send out a revised template for final comments; data collection to be initiated before the February meeting of the CCSA	Eurostat	Secretariat and Co-chairs	February 2009  30 September 2008  15 October 2008  30 October 2008  15 January 2009	Progress report presented to the 13 <sup>th</sup> meeting of the CCSA  Eurostat to send the revised template  All members to provide comments  Eurostat to send the final template  Eurostat to undertake a data collection

## **Annex I**

### **Agenda**

**Thursday, 11 September 2008**  
**Morning session 10:00 am – 1:00 pm**

**Items for discussion and decision:**

1. Adoption of the agenda (UNSD: *Document SA/2007/9*)
2. Final consideration of the revised Terms of reference of the CCSA (Chair and co-chair: *Document SA/2008/17*)
3. Results of the work by the Task Team on Population Estimates (UN Population Division: *Document SA/2008/10*)
4. Further involvement of national and international agencies in the SDMX initiative (SDMX Sponsors or OECD: *Document SA/2008/16*)

**Thursday, 11 September 2008**  
**Afternoon session 2:30 pm – 5:30 pm**

5. Modalities of data sharing among international organizations (ECE: *Document SA/2008/11*)
6. Special Session on Coordination of statistical capacity building activities: Task Team 1, on “Reporting mechanisms”, Task Team 2 on “Training”, Task Team 3 on “Coordination at the sub-regional level” and Task Team 4 on “Effectiveness of statistical capacity building in Africa” (PARIS21: *Document SA/2008/12*; UNSD: *Document SA/2008/13*; World Bank: *Document SA/2008/14*, and AfDB: *Document SA/2008/15*)

**Friday, 12 September 2008**  
**Morning session 9:30 am – 1:00 pm**

**Items for information:**

1. Presentation of the statistical programme of the African Development Bank (AfDB: *Document SA/2008/18*)
2. Classification of statistical activities (PARIS21: *Document SA/2008/19*)
3. Evaluation of the Quality Conference (Eurostat: *Document SA/2008/20*)
4. Inventory of groups, task teams and other coordination mechanisms in the international statistical system (Eurostat: *Document SA/2008/21*)
5. Proposal on the development of a directory of organizations members of the CCSA (Eurostat: *Document SA/2008/22*)

6. Coordination to improve the quality and coherence of labour statistics at the national and global levels (ILO: *Document SA/2008/23* was not issued and was replaced by an oral report)

**Friday, 12 September 2008**

**Afternoon session 2:30 pm – 5:00 pm**

**Items for information:**

7. Significant issues raised by members that require CCSA consideration
8. Other business
9. Agenda, time and venue of 2009 sessions

## Annex II

### List of Documents

#### Items for discussion and decision:

SA/2008/9	Provisional agenda
SA/2008/10	Results of the work by the Task Team on Population Estimates
SA/2008/11	Modalities of data sharing among international organizations
SA/2008/12	Report of Task Team 1 on Reporting Mechanisms
SA/2008/13	Report of Task Team 2 on Training
SA/2008/14	Report of Task Team 3 on Coordination at the Sub-regional Level
SA/2008/15	Report of Task Team 4 on Effectiveness of Statistical Capacity Building in Africa
SA/2008/16	Further involvement of national and international agencies in the SDMX initiative ( <b>document not issued, replaced by an oral report</b> )
SA/2008/17	Final consideration of the revised Terms of Reference of the CCSA

#### Items for information:

SA/2008/18	Presentation of the statistical programme of the African Development Bank
SA/2008/19	Classification of statistical activities
SA/2008/20	Evaluation of the Quality Conference
SA/2008/21	Inventory of groups, task teams and other coordination mechanisms in the international statistical system and Annex
SA/2008/22	Proposal on the development of a directory of organization members of the CCSA
SA/2008/23	Coordination to improve the quality and coherence of labour statistics at the national and global levels ( <b>document not issued, replaced by an oral report</b> )

## Annex III

### List of Participants

<b>United Nations entities programmes and funds</b>		
Department of Economic and Social Affairs		
United Nations Statistics Division	Paul Cheung Stefan Schweinfest Youlia Antonova	paul.cheung@un.org schweinfest@un.org antonova@un.org
United Nations Population Division	Thomas Buettner	buettner@un.org
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Economic and Social Commission for Asia and the Pacific	Pietro Gennari	gennari@un.org
Economic Commission for Europe	Heinrich Brünger Petteri Baer	heinrich.bruenger@unece.org petteri.baer@unece.org
United Nations Conference on Trade and Development	Henri Laurencin	henri.laurencin@unctad.org
United Nations Environment Programme	Jaap van Woerden	woerden@grid.unep.ch
United Nations Office on Drugs and Crime	Angela Me	angela.me@unodc.org
United Nations Population Fund	Ralph Hakkert	hakkert@unfpa.org
<b>Specialized agencies and related organizations</b>		
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Food and Agriculture Organization of the United Nations	David Marshall	david.marshall@fao.org
United Nations Educational, Scientific and Cultural Organization	Hendrik van der Pol	h.van-der-pol@uis.unesco.org
World Bank	Shaïda Badiee	sbadiee@worldbank.org

World Tourism Organization	Antonio Massieu	amassieu@unwto.org
World Trade Organization	Hubert Escaith	hubert.escaith@wto.org
International Telecommunications Union	Susan Teltscher	susan.teltscher@itu.int
<b>Other international and non-governmental organizations</b>		
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European Central Bank (ECB)	Werner Bier	werner.bier@ecb.int
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African Development Bank	Michel Mouyelo-Katoula Adalbert Nshimyumuremyi	m.mouyelo-katoula@afdb.org a.nshimyumuremyi@afdb.org
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PARIS 21	Christophe Duhamel	christophe.duhamel@oecd.org
Arab Institute for Training and Research in Statistics	Khalid Khawajah	kzk@aitrs.org diwan@aitrs.org
African Statistical Coordination Committee (Special observer at the invitation of AfDB)	Pali Lehohla	palil@statssa.gov.za

## Annex IV

### Committee for the Coordination of Statistical Activities New Terms of Reference — September 2008 Mission Statement and key activities and functions

#### Mission statement

1. The Committee for the Coordination of Statistical Activities (CCSA) promotes inter-agency coordination and cooperation on statistical programmes and consistency in statistical practices and development.
2. As a forum of committed members it fosters good practices in statistical activities of international organisations<sup>1</sup>, in accordance with the Principles Governing International Statistical Activities, and within the constraints of their own governance arrangements and resource envelopes.
3. The members of the CCSA are committed to contribute actively to the development of a coordinated global statistical system producing and disseminating high-quality statistics, e.g. by facilitating the development and well functioning of regional and national statistical systems.

#### **Key activities and functions:**

4. The key activities and functions of the CCSA are summarised along the following six main lines:
  - *Efficient functioning of the statistical system*: the CCSA contributes to the coordination of statistical activities of international organizations in order to promote good statistical practices and the mutual consistency of disseminated data, minimise duplication and reduce the reporting and meetings burdens on countries; the CCSA promotes coordination of statistical actions required from international organisations by inter-governmental meetings, including the Statistical Commission.
  - *Common standards and platforms*: the CCSA promotes the development, adoption and use by international organisations of common standards and platforms for the production of data and metadata, with the aim of creating a coordinated, global and high-quality statistical system.

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<sup>1</sup> The term “international organisations” includes supra-national organisations.

- *Development of methodologies*: the CCSA contributes to the coordination of the work on methodological development in statistics, aiming at ensuring internationally agreed standards for official statistics and facilitating their use in countries and international organisations.
  - *Inter-institutional support*: the CCSA provides a forum for its members to share experiences and best practices, and provides guidance and suggestions on how to address challenges related to international statistical activities, including the availability, quality and interchange of data as well as organisational aspects.
  - *Outreach*: the CCSA promotes and contributes to the coordination of the design and delivery of its members' capacity-building services in official statistics; it shares experiences in all statistical fields, including training and technological tools, involving in its work — where appropriate — other stakeholders in the global statistical system such as national statisticians and policymakers.
  - *Advocacy for statistics*: the CCSA shares experience about ways to promote and gain recognition for the role of statistics within international organisations and for the implementation of the Principles Governing Statistical Activities, and for maintaining and improving the suitability of governance arrangements that are supportive to this function.
5. The work of the CCSA is organized under the working modalities established by the Committee and outlined in Annex 1.

## Annex 1

### Committee for the Coordination of Statistical Activities New Terms of Reference —September 2008 Working modalities of the CCSA

#### A. Membership and level of representation:

1. The members of the CCSA comprise international and supra-national organisations whose mandate includes the provision of international official statistics in the context of the Principles Governing International Statistical Activities, and with a permanent embedded statistical service in their organisation and regular contacts with countries, as listed in Annex 2.
2. Prospective members should apply to the Secretariat. New members of the CCSA need the approval of two-thirds of the current members. Any such application for membership implies acceptance of the CCSA mandate and a commitment to contribute to its work and to attend meetings on a regular basis.
3. Membership of CCSA may be terminated for any organisation which, in the view of at least two-thirds of current members, shows insufficient commitment to the work of the Committee or which breaches the Principles Governing International Statistical Activities.
4. Representation in the CCSA should be at the level of Director of an organisation's statistical service or equivalent. Participation at the highest statistical level is considered indispensable for the effectiveness of the Committee's work.

#### B. Management and organisation:

##### Chairs

5. The CCSA elects two Co-chairs, taking account of the diversity of CCSA membership. They will serve for a two-year period and are each eligible for re-election for a second two-year term.

##### Functions of the Co-chairs

6. These functions are:
  - (a) to decide on the draft agenda items as proposed by the Secretariat, based on decisions taken at the previous session of the CCSA and on subsequent requests by members;

- (b) to direct the sessions of the CCSA, including summarising the discussion of each agenda item as a basis for preparing the report of the session;
- (c) to propose the draft minutes of meetings as prepared by the Secretariat, to be approved by written procedure by all the members who attended the meeting;
- (d) to represent the Committee whenever its members consider that necessary;
- (e) to invite, on a proposal from one or more of the members, observers to participate in the work of CCSA.

### Secretariat

7. The Secretariat of the CCSA is situated at the United Nations Statistics Division (UNSD). It receives no financial assistance, but may on an ad hoc basis seek the assistance of other members.
8. In direct collaboration with the Co-chairs and following consultation with Members, the Secretariat prepares the draft agenda for the meetings of the CCSA and ensures that all documentation received and approved by the Co-chairs, along with all other necessary information, is made available to its members. It is also responsible for organising the CCSA's meetings and for coordination with the agreed host of a given CCSA meeting.
9. In between sessions, the Secretariat reminds members, especially those responsible for leading Task Teams, of their commitments to produce outputs and reports, as agreed at CCSA meetings.
10. The Secretariat is also responsible for liaising with the Co-chairs of the CCSA and preparing the draft report of each session. As per an *ad hoc* request from the CCSA, the process of submitting any document to the High Level Committee on Programmes of the United Nations Chief Executives Board on Coordination (CEB) is arranged by the Secretariat, in cooperation with the Co-chairs and the author(s) of the document.
11. The Secretariat keeps up-to-date the website of the CCSA, including its Task Teams. The Website is hosted by the UNSD.
12. The Secretariat prepares the draft annual report to the Statistical Commission for approval by the Co-chairs.

## **C. Meetings:**

### Regular meetings

13. The CCSA holds an official meeting at least once a year. The exact timing and length of the meetings is dictated by substance and needs. In principle it is expected that there will be one annual meeting of two to three days in September. One more meeting is also expected, in conjunction with each session of the United Nations Statistical Commission, to take up any issues that need to be considered at that time and to review the proposed agenda and need for the next scheduled CCSA session.
14. Side events may also be held in conjunction with the main session of the Committee. These will be limited in number and will be organised by the relevant agencies with no assistance from the Secretariat. Also, as formal CCSA meetings provide an excellent opportunity for bilateral and multilateral discussions and networking, some time can be set aside in the meetings' schedule for such activities.

### Special sessions

15. Special sessions are devoted to topics of special importance to the CCSA or one of its Task Teams, allowing for a more in-depth exchange and for the presentation of technical papers and contributions by members. Special sessions normally have a duration of half a day.

### Agenda of the meetings

16. Topics on the agenda are distinguished as "decision" and "information" items. The Co-chairs of the CCSA and its Secretariat determine the category of each agenda item based on written proposals from members. Decision items are presented and discussed, whilst information items are not presented and discussion is optional.
17. Coordination of activities between meetings, e.g. through electronic discussion groups and follow-up to decisions taken at meetings, is an important and integral part of the work of the CCSA.
18. Papers for meetings should be made available to members at least three weeks prior to meetings.

#### **D. Ways of operating:**

19. Consensus during sessions is determined by the Co-chairs and reported in the minutes of the meeting. A decisions-and-actions-only report is prepared for adoption at the end of each CCSA meeting. The report should specify the lead agencies responsible for any action and follow-up.
20. An annual report is also made available to the United Nations Statistical Commission to communicate important decisions and key issues and to ensure recognition of its work and decisions.
21. The CCSA can decide at its meeting to refer a report on a specific issue to the CEB.
22. The CCSA functions on a task-oriented basis, using lead agency arrangements. When agreed by members of the Committee, and based on a written mandate including a sunset clause, Task Teams can be created to address specific topics. Their terms of reference are approved by the Committee, and they are led by one or more appointed members of the CCSA. Task Teams can establish the most appropriate working arrangements and hold their own meetings if necessary, with no financial implications for the CCSA Secretariat. Task Teams report on progress and results to the regular sessions of the CCSA.

## Annex 2

### Membership of the CCSA as of 12 September 2008

Organisation	
United Nations Statistics Division	UNSD
United Nations Population Division	UNPD
Economic Commission for Europe	UNECE
Economic and Social Commission for Western Asia	UNESCWA
Economic Commission for Latin America and the Caribbean	UNECLAC
Economic Commission for Africa	UNECA
Economic and Social Commission for Asia and the Pacific	UNESCAP
United Nations Children's Fund	UNICEF
United Nations Conference on Trade and Development	UNCTAD
United Nations Development Programme	UNDP
United Nations Environment Programme	UNEP
United Nations Human Settlements Programme	UN-Habitat
United Nations Office on Drugs and Crime	UNODC
United Nations Population Fund	UNFPA
Food and Agriculture Organization of the United Nations	FAO
International Labour Organization	ILO
International Monetary Fund	IMF
International Telecommunication Union	ITU
World Health Organization (including PAHO, Health Metrics Network)	WHO
United Nations Industrial Development Organization	UNIDO

United Nations Educational, Scientific and Cultural Organization	UNESCO
World Trade Organization	WTO/OMC
World Bank	WB
African Development Bank	AfDB
Arab Institute for Training and Research in Statistics	AITRS
Asian Development Bank	ADB
Bank for International Settlements	BIS
Caribbean Community Secretariat	CARICOM
European Central Bank	ECB
Interstate Statistical Committee of the Commonwealth of Independent States	CISSTAT
Organization for Economic Cooperation and Development	OECD
PARIS 21	P21
Statistical Office of the European Communities	Eurostat
Statistical Economic and Social Research and Training Centre for Islamic Countries	SESRTCIC
The Economic and Statistical Observatory of Sub-Saharan Africa	Afristat
World Tourism Organization	WTO/OMT
International Atomic Energy Agency	IAEA