

Note on the timetable and responsibilities for the review and submission
of the 'statistical notes' to the OWG

(draft by UNSD, as of 7 January 2014)

1. This note complements the information note regarding the 'statistical notes' to the OWG.
2. Deadline of Friday, 14 February for all statistical notes: The available set of statistical notes will be provided to the Statistical Commission at its 45th session 4 to 7 March 2014 for review and should therefore be available at least two weeks before the start of the Commission.
3. Review process between Friday, 10 January and Friday, 14 February (5 weeks):
 - 1) By 10 January the Friends of the Chair Group on Broader Measures of Progress (FOC) and UNSD will initiate the review process of the first drafts of the statistical notes that have been submitted so far.
 - 2) The review process should have three elements:
 - a. A general review whether the note complies with the overall objective, scope and layout required for all statistical notes;
 - b. A technical review by subject matter experts to ensure that the note complies with its objective and scope and that the technical information is adequate and accurate;
 - c. A circulation and review of the updated or amended statistical note to all stake holders (all FOC members and concerned organizations).
 - 3) The latest possible deadline for all first drafts is Friday, 31 January, assuming that the review process will take at least 2 weeks. It would be preferable if most first drafts could be submitted by Wednesday, 15 January (please see attached work plan).
 - 4) The review process of the currently available drafts should commence as soon as possible. Please see the attached work plan for the suggested deadlines for the final versions.
4. Roles and responsibilities:
 - 1) The respective UNSD Branch Chief or Front Office responsible for a particular statistical note (see attached work plan), is organizing the drafting and the review process for the statistical notes under her/his responsibility and will approve the final version in consultation with the Director of UNSD, appropriately considering all feedback that has been provided during the review process. All comments received during the review process should be collected in a separate document for later reference.
 - 2) The general review which aims to ensure that the note will comply with the overall objective, scope and layout required for all statistical notes should be conducted by a small team which will consist of nominated staff of the FOC members and UNSD staff.
 - 3) The technical review should be conducted by nominated staff of the FOC members or UNSD staff. The person(s) reviewing the first drafts of a particular statistical note should not be a lead drafter of this note.
5. Acknowledgements: All organizations and countries that contributed to the drafting and review of a particular statistical note should be indicated in the first footnote ("The following countries and organizations contributed to the drafting and review of this statistical note: ...[in alphabetical order]").

Work plan for the drafting and submission of the Statistical Notes					
Sessions of the Open Working Group and issues to be discussed	first draft submitted	Latest deadline for submission of the first draft	Deadline for "final" draft	UNSD Responsible Branch/ Office and Coordinator	Contributing country*
25-27 November 2013 (session 5) (http://sustainabledevelopment.un.org/index.php?menu=1665)					
1. Sustained and inclusive economic growth and infrastructure development and	22-Nov	22-Nov	31-Jan	Mr. Ivo Havinga (ESB), havinga@un.org	Netherlands, Sweden, UK
2. Macroeconomic policy questions (incl. international trade, international financial system & external debt sustainability)	22-Nov	22-Nov	31-Jan	Mr. Ivo Havinga (ESB), havinga@un.org	France, Eurostat, UK
3. Energy	22-Nov	22-Nov	31-Jan	Ms. Eszter Horvath (EESB), horvath@un.org	UK
9-13 December 2013 (session 6) (http://sustainabledevelopment.un.org/index.php?menu=1678)					
1. Means of implementation; Global partnership for achieving sustainable development	06-Dec	06-Dec	31-Jan	Mr. Ivo Havinga (ESB), havinga@un.org	Eurostat
2. Science and Technology, Knowledge-sharing and Capacity-building	10-Dec	06-Dec	31-Jan	Mr. Ronald Jansen (TSB), jansen1@un.org	UK
3. Needs of countries in special situations, African countries, LDCs, LLDCs and SIDS as well as the specific challenges facing the middle-income countries	06-Dec	06-Dec	31-Jan	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	
4. Human rights, the right to development	06-Dec	06-Dec	31-Jan	Mr. Matthias Reister (Front Office), reister@un.org	UK
5. Global governance		06-Dec	07-Feb	Mr. Matthias Reister (Front Office), reister@un.org	UK
Meeting 6-10 January 2014 (session 7) (http://sustainabledevelopment.un.org/index.php?menu=1679)					
1. Sustainable cities and human settlements	06-Jan	15-Jan	31-Jan	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	
2. Sustainable transport		15-Jan	07-Feb	Mr. Ronald Jansen (TSB), jansen1@un.org	UK
3. Sustainable consumption and production (including chemicals and waste)		15-Jan	07-Feb	Ms. Eszter Horvath (EESB), horvath@un.org	Sweden/UK
4. Climate change and disaster risk reduction		15-Jan	07-Feb	Ms. Eszter Horvath (EESB), horvath@un.org	UK
Meeting 3-7 February 2014 (session 8) (http://sustainabledevelopment.un.org/index.php?menu=1680)					
1. Oceans and seas		31-Jan	14-Feb	Ms. Eszter Horvath (EESB), horvath@un.org	Australia/UK
2. Forests		31-Jan	14-Feb	Ms. Eszter Horvath (EESB), horvath@un.org	Australia/UK
3. Biodiversity		31-Jan	14-Feb	Ms. Eszter Horvath (EESB), horvath@un.org	Australia/UK
4. Promoting equality, including social equity		31-Jan	14-Feb	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	Netherlands, Italy
5. Gender equality and women's empowerment		31-Jan	14-Feb	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	Netherlands, Germany, UK, Italy
6. Conflict prevention, post-conflict peace-building and the promotion of durable peace, and rule of law and governance		31-Jan	14-Feb	Mr. Matthias Reister (Front Office), reister@un.org	UK
Previous meetings (issue briefs available at: http://sustainabledevelopment.un.org/index.php?menu=1528)					
1. Health and sustainable development		15-Jan	07-Feb	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	Eurostat, Germany, UK, Unicef
2. Population dynamics	27-Dec	15-Jan	31-Jan	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	
3. Education and culture	13-Dec	15-Jan	31-Jan	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	UK
4. Social protection		15-Jan	07-Feb	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	
5. Employment and decent work		15-Jan	07-Feb	Mr. Ivo Havinga (ESB), havinga@un.org	
6. Water and sanitation		15-Jan	07-Feb	Mr. Ivo Havinga (ESB), havinga@un.org	UK
7. Sustainable agriculture		15-Jan	07-Feb	Mr. Ivo Havinga (ESB), havinga@un.org	Eurostat
8. Desertification, land degradation and drought		15-Jan	07-Feb	Ms. Eszter Horvath (EESB), horvath@un.org	
9. Food security and nutrition		15-Jan	07-Feb	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	
10. Poverty eradication		15-Jan	07-Feb	Ms. Keiko Osaki-Tomita (DSSB), osaki@un.org	
11. Conceptual issues		15-Jan	07-Feb	Mr. Matthias Reister (Front Office), reister@un.org	

* It is not possible to list contributing agencies. However, there will be appropriate acknowledgement of contributions and involvement.