

Committee for the Coordination of Statistical Activities
New Terms of Reference — September 2017
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 organisations¹, 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.
 - *Development of methodologies:* the CCSA contributes to the coordination of the work on methodological development in statistics, aiming at ensuring internationally

¹ The term “international organisations” includes supra-national organisations.

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 2017 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 attend meetings on a regular basis and actively contribute to the work of task teams.
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. The Co-chair who has served the longest is referred to as the "senior chair".

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;
- (f) to contribute secretariat services to work of CCSA (senior chair);
- (g) to regularly participate in conference calls with the secretariat between sessions;
- (h) to finalize and deliver joint statement on behalf of CCSA in international meetings, i.e. the UN Statistical Commission.

Bureau

7. The Bureau consists of the two Co-chairs and three Vice-chairs. The Vice-chairs preferable represent the diverse membership of CCSA in regards to regional/subregional organizations, specialized organization and organizations with a more general mandate.
8. The Vice-chairs support the Co-chairs in all aspects of their work.

Secretariat

9. 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. The senior chair contributes to this secretariat support. Secretariat functions as described below fall upon UNSD and the office of the senior chair, who coordinate accordingly.
10. 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.

11. 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.
12. 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.
13. The Secretariat keeps up-to-date the website of the CCSA, including its Task Teams. The Website is hosted by the UNSD.
14. The Secretariat prepares the draft annual report to the Statistical Commission for approval by the Co-chairs.
15. The Secretariat supports the drafting of joint statements as requested by the Co-chairs.

C. Meetings:

Regular meetings

16. 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.
17. 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

18. 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

19. 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.
20. 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.
21. Papers for meetings should be made available to members at least three weeks prior to meetings.

D. Ways of operating:

22. 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.
23. 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.
24. The CCSA can decide at its meeting to refer a report on a specific issue to the CEB.
25. 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 September 2017

African Development Bank (AfDB)

Arab Institute for Training and Research in Statistics (AITRS)

Asian Development Bank (ADB)

Bank for International Settlements (BIS)

Caribbean Community (CARICOM)

European Central Bank (ECB)

Food and Agriculture Organization of the United Nations (FAO)

Inter-American Development Bank (IDB)

International Atomic Energy Agency (IAEA)

International Civil Aviation Organization (ICAO)

International Labour Organization (ILO)

International Monetary Fund (IMF)

International Telecommunication Union (ITU)

Interstate Statistical Committee of the Commonwealth of Independent States (CISSTAT)

Office of the United Nations High Commissioner for Human Rights (OHCHR)

Organisation for Economic Co-operation and Development (OECD)

Paris 21 (P21)

Statistical Center for the GCC member states (GCCSTAT)

Statistical, Economic and Social Research and Training Centre for Islamic Countries (SESRIC)

Statistical Office of the European Union (EUROSTAT)

The Economic and Statistical Observatory of Sub-Saharan Africa (Afristat)

United Nations Children's Fund (UNICEF)

United Nations Conference on Trade and Development (UNCTAD)

United Nations Development Programme (UNDP)

United Nations Economic Commission for Africa (UNECA)

United Nations Economic Commission for Europe (UNECE)

United Nations Economic Commission for Latin America and the Caribbean (UNECLAC)

United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP)

United Nations Economic and Social Commission for Western Asia (UNESCWA)

United Nations Educational, Scientific and Cultural Organization (UNESCO) Institute for Statistics

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)

United Nations Environment Programme (UNEP)

United Nations High Commissioner for Refugees (UNHCR)

United Nations Human Settlements Programme (UN-Habitat)

United Nations Industrial Development Organization (UNIDO)

United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA)

United Nations Office on Drugs and Crime (UNODC)

United Nations Population Division (UNPD)

United Nations Population Fund (UNFPA)

United Nations Statistics Division (UNSD)

Universal Postal Union (UPU)

World Bank

World Health Organization (WHO)

World Tourism Organization (UNWTO)

World Trade Organization (WTO)