

Terms of Reference for the Task Team on Best Practice and the International Family of Classifications (TT-BPaIFC)

Last updated on 30 September 2024

Background

1. The United Nations Committee of Experts on International Statistical Classifications (UNCEISC) at its meeting in October 2022 recommended the creation of a task team on best practice to review and update 1) the existing documents that provide guidance on the development of classifications; and 2) the approval process of international classifications. Relevant background documents include the Best Practice Guidelines for Developing International Statistical Classifications, Criteria to Become a Member of the International Family of Classifications, and Grading Criteria.
2. With the approval of the Classification of Statistical Activities (CSA) V2.0 at the fifty-third session of the United Nations Statistical Commission (UNSC) in 2023, the CEISC proposed at its meeting in October 2023 that the original proposed terms of reference for a task team to review best practice, be extended to cover issues with the International Family of Classifications (IFC), and the implementation of the CSA in the IFC.
3. In addition, it was agreed that the task team would determine a process for updating the IFC based upon the new CSA V2.0, taking account of changes in technology, the need to cover analytical and statistical classifications, changes in the types of classifications now available, to identify gaps in the IFC, and determine a process for what to include in the IFC and for retiring or replacing classifications. Documents under review are:
 - Grading Criteria
 - Best Practice Guidelines
 - Criteria to become a member of the international family of classifications.
 - Approval process/checklist

Scope of Work

4. The TT-BPaIFC will carry out the following tasks:
 - i. Determine a process and methodology for maintaining the international family of classifications, including an indicator on the status of each member classification (e.g. retired, superseded, etc.) and document.
 - ii. Determine if the Grading Criteria is still needed and/or does it need revising as a result of task 1 or for any other reason, and redraft if necessary.
 - iii. Based on task 1 and 2 above, review the member classifications in the international family of classifications to assess whether each member is still relevant, identify any gaps or changes required, and formulate a proposal on the update of the IFC.
 - iv. Map the updated international family of classifications from task 3 into the new CSA V2.0 structure and identify and document any gaps or issues in using CSA V2.0.

- v. Review the best practice guidelines noting modernised approaches, technological changes and advances in classification theory, and redraft if necessary.
- vi. Review the Criteria to become a member of the international family of classifications referencing changes proposed in previous tasks, and redraft if necessary.
- vii. Review revised documents for consistency and undertake holistic review to determine whether the documentation can be combined or not and make a recommendation accordingly.
- viii. Update approval process/checklist document for CEISC Bureau review
- ix. Provide recommendations and all revised documents for the UNCEISC Bureau to review.
Finalise recommendations and outcomes paper for UNCEISC approval.

Governance

- 5. The TT-BPaIFC reports to the UNCEISC. The UNCEISC will report the results of the TT-BPaIFC to the United Nations Statistical Commission.
- 6. The composition of the TT-BPaIFC will comprise not only members of the UNCEISC but is also open to members from other relevant task teams of the UNCEISC, other committees of experts, and classification experts from countries or international organisations as appropriate.
- 7. Expressions of interest from other UNCEISC members for active participation in the TT-BPaIFC will be sought.
- 8. The TT-BPaIFC will be chaired by Mr. Andrew Hancock (New Zealand), with the Business Statistics Section of UNSD serving as Secretariat of the TT-BPaIFC

Organisation of work

The TT-BPaIFC will communicate through email, wiki and virtual meetings. A physical meeting is not proposed at this time, but, depending on circumstance, this may be reconsidered at a later stage.