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STATISTICS DIVISION  
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North Lawn Building, Conference Room E**

**PROCESS MAP FOR THE DRAFTING AND COMPLETION  
OF VOLUME 1 OF THE REVISED SEEA - DRAFT**

Paper prepared by UNSD\*

*(for discussion)*

\*Endorsed in draft by the 25 March 2010 meeting of the Bureau of UNCEEA.

## **Process map for the drafting and completion of Volume 1 of the revised SEEA - Draft -**

### **A. Introduction**

1. This document complements the Project Management Framework<sup>1</sup> (PMF) for the revision of the SEEA by mapping out the process for drafting and completing Volume 1 of the revised SEEA. It includes the detailed activities, decisions and milestones leading to the completion of Volume 1 starting from the appointment of the editor and the editorial board. Process maps for the drafting and completion of Volumes 2 and 3 will be prepared in due course.

### **B. Main players**

2. It is useful to recall that the main players in the preparation of the final draft of Volume 1 are: (a) the London Group on Environmental Accounting; (b) the editor; (c) the editorial board; and (d) the UNCEEA and its Bureau. The role and responsibilities of each group are summarized below for ease of reference:

#### *(a) London Group on Environmental Accounting*

3. The London Group on Environmental Accounting is responsible for solving the majority of the issues in the issue list for the revised SEEA. The London Group will prepare outcome papers that represent the position (or positions in case agreement could not be reached) of the Group. Draft outcome papers are posted on a password-protected website for 15 days (see Annex III for a detailed description on the website). London Group members are expected to review the draft outcome paper to ensure that they reflect the decision of the Group. Outcome papers are then prepared for global consultation.

4. Given the expertise of the London Group on Environmental Accounting, it is expected that the group will play an active role in reviewing and commenting on the set of consolidated recommendations and the draft chapters prepared by the editor, as part of the process of the global consultation.

#### *(b) Editor*

5. The editor drafts recommendations on the issues in the issue list. The editor drafts the chapters of Volume 1 of the revised SEEA taking into consideration the recommendations on the issues and ensures overall consistency of the complete draft of Volume 1 as well as coherence to the extent possible with other international statistical standards. The editor is assisted in his/her tasks by the editorial board and the secretariat of the UNCEEA under delegated authority from the Bureau of the UNCEEA.

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<sup>1</sup> Project Management Framework Revision of the SEEA (Background document to the United Nations Statistical Commission). Available at <http://unstats.un.org/unsd/statcom/doc10/BG-RevSEEA.pdf>

*(c) Editorial board*

6. The editorial board is appointed by the Bureau of the UNCEEA and reports on regular basis on progress made to the Bureau. It supports the editor of the revised SEEA by reviewing the outcome papers being prepared on the issues in the issue list; reviewing the comments received through the global consultations; taking decisions on the final outcome papers outlining the recommendations on the list of issues; reviewing draft chapters before they are submitted for global consultation; ensuring internal consistency of the revised SEEA in particular with regard to addressing the issues in the issue list; ensuring that the comments received through the global consultation are taken into account; striving for consensus on controversial issues and advising the Bureau on issues that cannot be solved. The editorial board will have an independent chair thus the editor will not serve in this capacity.

7. The editorial board may consult experts on specific issues as needed depending on the issues being discussed. It will play a key role in carrying out the Project in a transparent way and ensuring that it is a world-wide undertaking.

*(d) UNCEEA and its Bureau*

8. The Bureau manages under delegated authority from the UNCEEA the revision process of the UNCEEA. The Bureau delegates decisions on methodological issues related to the revision of the SEEA to the editorial board which will strive for consensus. The Bureau takes decision on methodological issues in case of lack of consensus.

9. The UNCEEA approves the consolidated set of recommendations on the issues in the issue list and the draft chapters of Volume 1 and recommends their onward submission to the UN Statistical Commission for their adoption.

**C. Process map**

10. The process map outlining in detail the steps leading to the preparation of the draft of Volume 1 is presented in Annex I to this paper. The process can be broken down in the following two phases: (a) resolution of all the issue in the issue list and preparation of consolidated list of issues; (b) drafting of chapters of Volume 1 and completion of the final draft of Volume 1.

*(a) Resolution of all the issues in the issue list and preparation of consolidated list of issues (May – December 2010)*

11. This phase of the Project is expected to be completed in December 2010. The first element is completion by the London Group of all draft issues and outcomes papers on the 21 issues identified to the UN Statistical Commission (UNSC) in February 2010. The London Group is expected to reach a position on all issues in the issue list. The work is likely to be completed progressively but a London Group position on all issues must be reached by end September 2010.

12. For each specific issue the London Group should finalise an outcome paper, including the opportunity for comment (with a 15 day deadline) by London Group members. This paper

should then be submitted to the editor and editorial board for review in terms of consistency of presentation with other outcome papers and quality of argument. Any comments from this exercise will be discussed with the chair of the London Group before a final outcome paper is released for international consultation.

13. Depending on the issue under discussion, the international consultation process will be either 30 or 45 days in length. The editor, in conjunction with the editorial board, will prepare a consolidated position on each issue based on the consultation process and will prepare a set of recommendations for submission to UNCEEA and subsequently the UNSC.

*(b) Drafting of chapters of Volume 1 and completion of the final draft of Volume 1 (May 2010 – December 2011)*

14. The editor will draft chapters on Volume 1 of the revised SEEA. A summary timetable of the drafting of the revised SEEA is included in Annex II and a more detailed timetable on the preparation of the draft Vol.1 of the revised SEEA will be further developed and refined by the editor as the work on the draft chapters progresses.

15. It should be noted that the drafting of the chapters should proceed in parallel with the resolution of the issues in the issue list and formulation of consolidated recommendations.

16. Draft chapters are progressively submitted for global consultations as they become available and after review of the editorial board.

17. It is expected that the complete draft of Volume 1 should be available by July 2011 to allow for a global consultation on the complete Volume 1, the finalization of the draft for approval by the UNCEEA and onward submission to the UNSC for adoption as international statistical standard.

18. Milestones marking significant progress toward completing Volume 1 of the revised SEEA consist of:

- September 2010 – Completion of the global consultation on issues in the issue list of Volume 1 of the revised SEEA
- February 2011 – Submission of consolidated recommendations for Volume 1 of the revised SEEA to the 42<sup>nd</sup> session of the UNSC for adoption
- April 2011 – Completion of global consultation on the draft chapters for Volume 1 of the revised SEEA
- July 2011 – Finalization of first complete draft of Volume 1 of the revised SEEA for global consultation
- February 2012 – Submission of Volume 1 of the revised SEEA to the 43<sup>rd</sup> Session of the UNSC for adoption

The stages of the project in between milestones are summarized in Table 1 below.

**Table 1: Stages and milestones leading to the completion of Volume 1 of the revised SEEA**

Key Dates	Process for the preparation of consolidated recommendations on issues in the issue list for Volume1	Process for the drafting chapters and complete Volume 1 of the revised SEEA
May 2010	Preparation of outcome papers regarding Vol. 1 of the revised SEEA	Drafting of Chapters by the editor and progressive global consultation
Sept 2010	Completion of global consultation of outcome papers regarding Vol. 1 of the revised SEEA	
Dec 2010	Revision and consolidation of outcomes for Vol.1 of the revised SEEA, into a single paper for discussion by the UNSC	
Feb 2010	Submission of the consolidated recommendations for Vol.1 of the revised SEEA to the 42 <sup>nd</sup> session of the UNSC for adoption	
April 2011		Completion of global consultation of the draft chapters of Volume 1 of the revised SEEA, as they become available
July 2011		Revision and consolidation of chapters in Vol. 1 of the revised SEEA
		Global consultation of complete Vol.1 of the revised SEEA
Dec 2011		Revision and finalisation of Vol. 1 of the revised SEEA
Feb 2012		Submission of complete draft of the revised SEEA to the 43 <sup>rd</sup> session of the UNSC for adoption

*Note:* Shaded areas represent milestones.

#### **D. Consultation**

19. As identified in the process map, the consultation process is an important component of the project on the revision of the SEEA. Two types of consultations are envisaged: one within the London Group on Environmental Accounting to ensure that the outcome papers prepared reflect the position (or positions) of the Group and the other is the global consultation on the outcome papers, the consolidated recommendations, the draft chapters and the complete Volume 1.

20. A website entitled “Towards the revision of the SEEA” has been established by the Secretariat to ensure transparency of the drafting and approval process.

21. The website includes a password protected website to be used for the consultation within the London Group and a public website that will include the agreed documents on the project management of the revision of the SEEA, the documents submitted for public consultation and the documents for which an agreement has been reached.

22. The structure of the website takes the website on the update of the SNA as a model but it has been adapted to reflect the specificities of the project on the revision of the SEEA.

23. A description of the website “Towards the revision of the SEEA” is included in Annex III.

**E. Drafting of Volume 2 and Volume 3**

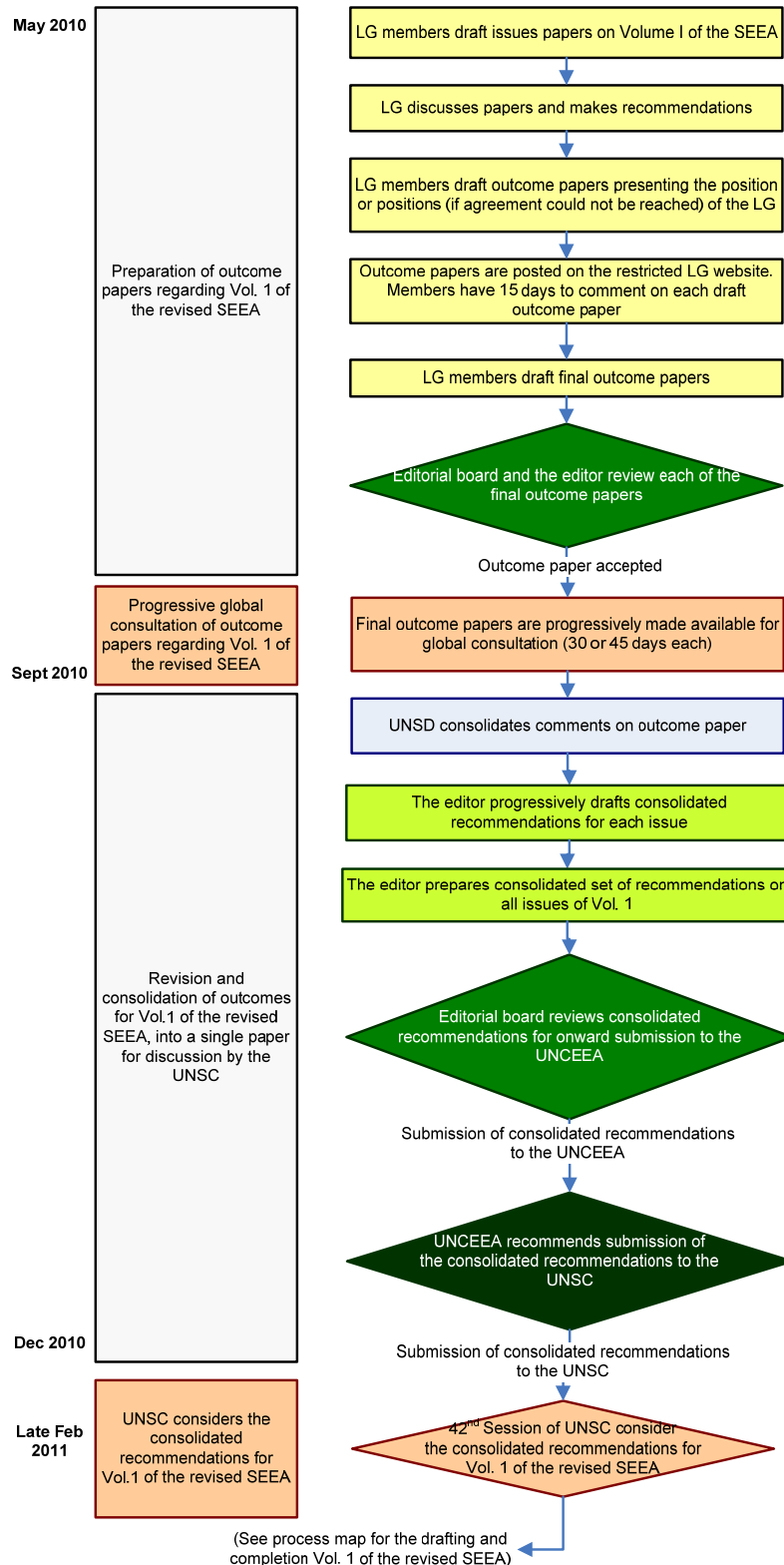
24. A process map for the drafting of Volumes 2 and 3 will be developed in due course.

25. Because of the tight time schedule for the drafting of Volume 1, Volume 3 including the applications of Volume 1, will be drafted in the format of separate papers addressing the policy themes to be addressed by the SEEA. Examples of papers being prepared as input to Volume 3 include:

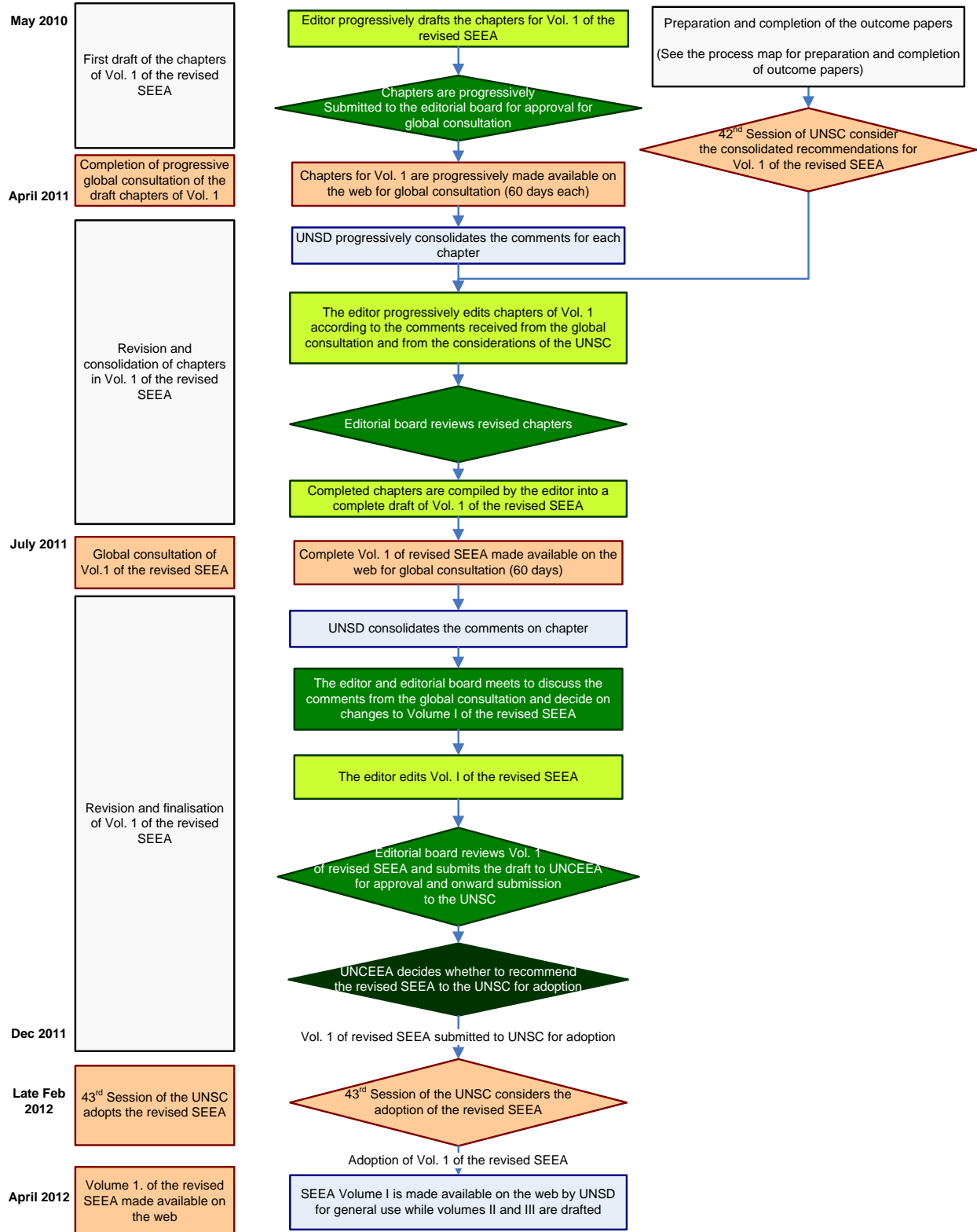
- Contribution of the SEEA to climate change analyses,
- Contribution of the SEEA to sustainable consumption and production
- The SEEA and integrated natural resource management – the example of water.

# Annex I: Process map leading to the completion of Volume 1 of the revised SEEA

## Part I – Process map for the finalization of consolidated recommendations



## Part II – Process map leading to the completion of Volume 1 of the revised SEEA





## Annex II Timetable from the Project Management Framework

**Table 1: Timetable for the revision of the SEEA**

	2007	2008-2009	Mid 2010	End 2010	March 2011	Mid 2011	End 2011	March 2012	Mid 2012	End 2012	March 2013
Establishment of the scope and governance of the Project	<ul style="list-style-type: none"> <li>Discussion on the list of issues in the city groups and the UNCEEA meetings</li> <li>Recommendations on selected issues</li> </ul>	<ul style="list-style-type: none"> <li>Agreed TORs, including deliverables and timeline, of the technical expert groups (2008)</li> <li>Selection and start appointment of the Editor (2009)</li> </ul>	<i>Agreed list of issues for Volume 2 and Volume 3</i>								
Recommendations by all technical expert groups		<ul style="list-style-type: none"> <li>Project Management Framework is submitted to UNSC for approval (2009)</li> <li>Formulation of position on the issues in the issue list by the various groups (Volume 1)</li> </ul>	Outcome papers prepared by the various groups are submitted to the Editorial Board as soon as they are ready and further circulated for global consultation (Vol.1 and part of Vol. 3 related to Vol.1)	<i>Outcome of the discussion of city groups and other technical expert groups are submitted to the Editorial Board (Vol.2 and part of Vol.3) for global consultation</i>							
Consolidated recommendations of the UNCEEA				Consolidated recommendations are submitted to UNSC by the UNCEEA for approval (Vol.1 and part of Vol. 3)	UNSC approves the recommendations on issues for Vol. 1	<i>Consolidated recommendations are submitted to the (Vol.2)</i>	<i>Consolidated recommendations are submitted to UNSC by the UNCEEA for approval (Vol.2)</i>	UNSC approves the recommendations on issues for Vol. 2			
First draft revised SEEA				Draft chapters progressively submitted to the Editorial Board and subsequently for global consultation as they become available	Complete draft sent to countries for consistency and readability (Vol.1 and part of Vol.3)	UNCEEA approves Vol. 1 and part of Vol. 3			Complete draft sent to countries for comments on consistency and readability (Vol.2 and part of Vol.3)	UNCEEA approves Vol. 2 and part of Vol.3	
Final draft revised SEEA								UNSC adoption of Vol. 1			UNSC endorsement of Vol. 2 and Vol.3

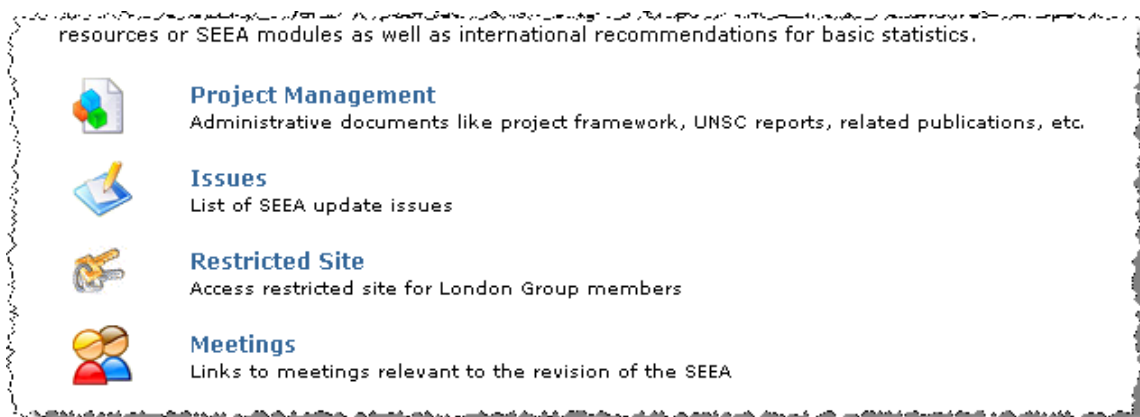
## Annex III: 'Towards the revised SEEA' website

### Introduction

1. The 'Towards the revised SEEA' website was created to support the revision of the SEEA 2003 and to enhance the transparency and participation of the global statistical community in the revision process. The website provides all information related to the revision process visible to all users and can be accessed via the following URL: <http://unstats.un.org/unsd/envaccounting/seearev/>
2. The following document gives an overview of the content of the publicly visible 'Towards the revised SEEA' website and provides more detail on the 'Restricted site', which is limited to London Group members only.
3. Wherever possible, screen shots of the actual web page or relevant parts of it have been provided to enhance and visualize the information provided.

### Content of the website

4. The content of the website is currently divided into the following four parts: 'Project Management', 'Issues', 'Restricted Site' and 'Meetings'. Each of these links opens another site containing specific information. While the 'Project Management' site, the 'Issues' site and the 'Meetings' site are open to all visitors the 'Restricted Site' is accessible only to London Group members.



### 'Project Management' site

5. The 'Project Management' site shows all documents related to the management of the revision process, such as administrative documents, Statistical Commission reports, etc. and provides links to other websites related to the revision.

## **'Issues' site**

6. The 'Issues' site shows the list of all issues identified for the revision. More information, like an issue description, available issue and outcome papers and the status of the global consultation on each issue can be found by selecting the appropriate links as indicated on the site.

## **'Meetings' site**

7. The 'Meetings' site shows links to meetings relevant to the revision process, like London Group meetings, Oslo Group meetings, UNCEEA meetings. More information, like an issue description, available issue and outcome papers and the status of the global consultation on each issue can be found by selecting the appropriate links as indicated on the site.

## **'Restricted site'**

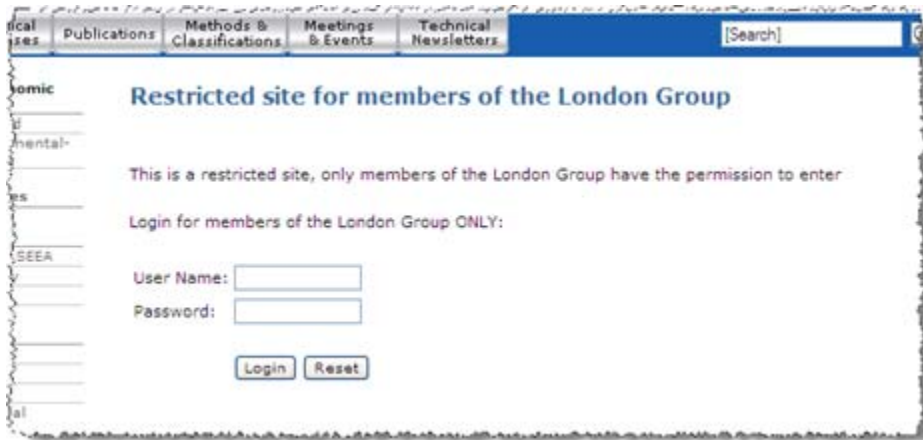
8. This site is limited to members of the London Group and should be used to obtain internal information regarding the list of update issues and additionally to provide comments on draft outcome papers.

9. All information below relates exclusively to the access, content and navigation of the 'Restricted site'.

## **Accessing the 'Restricted site'**

10. Clicking on the link 'Restricted Site' on the main page of the website or using the following URL: <http://unstats.un.org/unsd/envaccounting/seearev/restricted/login.asp> will open the login screen, as seen below.

11. London Group members are given a unique username and password, which need to be entered accordingly.



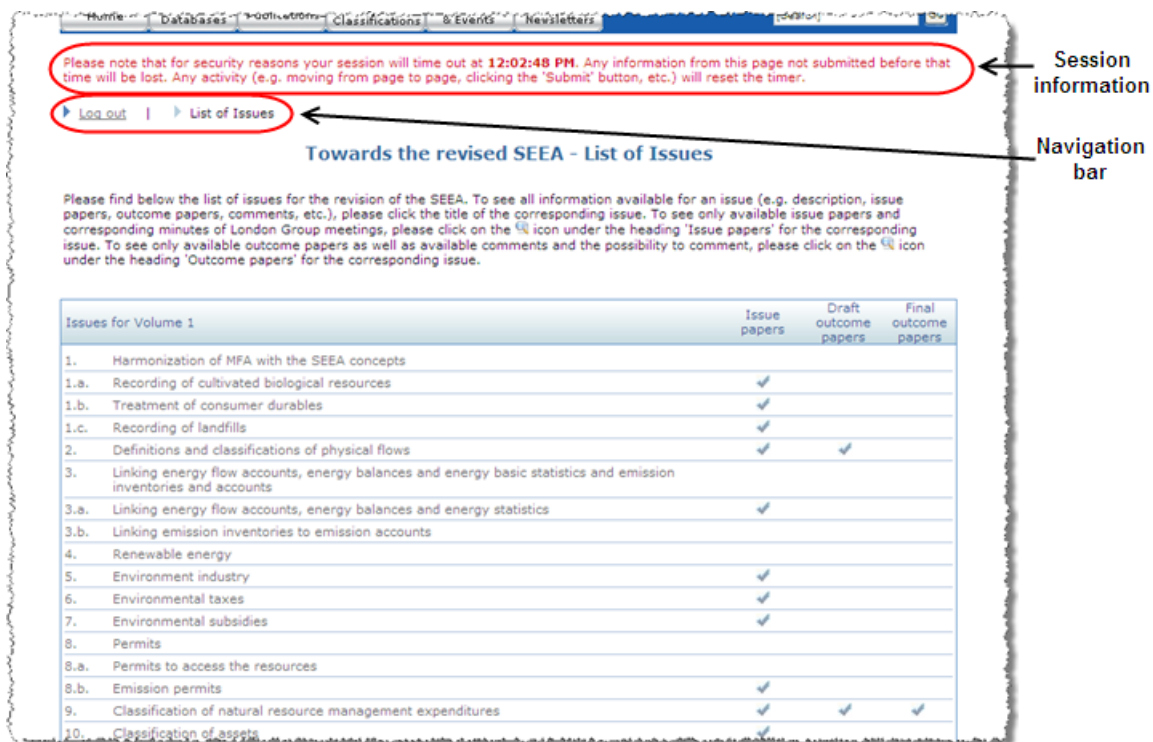
### Restricted site - The main page: list of issues

12. After successful login, the user will see the main page containing the list of issues (see screen shot below).

13. On top of the page is the session information (circled in red in the screen shot). The session information indicates at what time the session will expire due to inactivity for security reasons. Clicking a link or the submit button is considered an activity and will reset the time. The session information will be displayed on each page within the logged session and will always display the updated time for logout.

14. Just below the session information is the navigation bar for the restricted site (also circled in red in the screen shot). The navigation bar indicates the current position of the user on the website and provides links (gray and underlined) to return to previous pages without using the browsers back button. The 'Log out' button from the navigation bar should always be used to terminate the session and return to the 'Towards the revised SEEA' main page. The navigation bar is shown on each page and will always feature the user's current position and corresponding return links.

15. The main content of the page is the list of issues shown in table format. Clicking either the issue number or the issue title will open the issue page containing all information available for the respective issue (e.g. description, papers, etc.). The ✓ icon next to an issue indicates the availability of a paper according to the table heading. The icon also serves as a link and should be clicked to display the corresponding paper page containing the respective paper(s). All above mentioned new pages will be described subsequently.



## Restricted site - The issue page

16. The issue page is shown when either the issue number or the issue title on the main page has been selected.
17. This page contains all information available for the respective issue (see screen shot below).
18. The first box contains the issue description.
19. The following box shows available issue papers and the corresponding minutes of the London Group meetings in PDF format together with their posting date, if they are available.
20. The box below indicates available draft outcome papers with their posting date in PDF format and their commenting status and gives the option to make comments or to display posted comments. Each outcome paper will have a 15 day commenting period starting from the day it has been posted. Within the deadline, London Group members can make comments using the 'Make comments' link. Posted comments will be displayed at any time if the 'View comments' link is selected. Both pages will be described later in this documentation.
21. The last box shows available final outcome papers in PDF format and their corresponding posting date.

Please note that for security reasons your session will time out at **12:47:13 PM**. Any information from this page not submitted before that time will be lost. Any activity (e.g. moving from page to page, clicking the 'Submit' button, etc.) will reset the timer.

[Log out](#) | [List of Issues](#) | [Vol.1 - Issue 2](#)

## Vol. 1 - Issue 2: Definitions and classifications of physical flows

Issue Description													
<p>The SEEA-2003 distinguishes between four types of physical flows: ecosystem inputs, natural resources, products and residuals. Ecosystem inputs and natural resources constitute flows from the environment to the economy. The boundary between them is not clear cut. Products are classified according to CPC and are flows within the economy. Residuals are not clearly defined as they seem to cover flows within the economy and from the environment to the economy. Furthermore, the definition of waste covering both products (with positive value) and residuals (with zero and negative value) is not clear cut. A number of questions need to be addressed, in particular: Should the distinction between ecosystem inputs and natural resources be maintained? Should the definition of residuals and waste - products and residual- be revisited and clarified? Which classification(s) should be used for waste in the SEEA tables (i.e. CPC/HS or EWC Stat)? How should a correspondence be developed between the two? Should the classification of physical flows hold for any type of measurement units used in the various accounts (e.g. water and energy accounts as well as MFA)?</p>													
Issue Papers and Corresponding Minutes of Meetings													
<p>Issue Papers:</p> <table border="1"> <tbody> <tr> <td>4/28/2009</td> <td> Classifications of Material Flows for SEEA-MFA</td> </tr> <tr> <td>4/28/2009</td> <td> Classification of physical flows: Part II</td> </tr> <tr> <td>4/28/2009</td> <td> Classification of physical flows</td> </tr> </tbody> </table>	4/28/2009	Classifications of Material Flows for SEEA-MFA	4/28/2009	Classification of physical flows: Part II	4/28/2009	Classification of physical flows	<p>Minutes of Corresponding Meetings:</p> <table border="1"> <tbody> <tr> <td>4/28/2009</td> <td> Report of the 13th meeting of the London Group on Environmental Accounting</td> </tr> <tr> <td>4/28/2009</td> <td> Report of the 13th meeting of the London Group on Environmental Accounting</td> </tr> <tr> <td>4/28/2009</td> <td> Report of the 12th meeting of the London Group on Environmental Accounting</td> </tr> </tbody> </table>	4/28/2009	Report of the 13th meeting of the London Group on Environmental Accounting	4/28/2009	Report of the 13th meeting of the London Group on Environmental Accounting	4/28/2009	Report of the 12th meeting of the London Group on Environmental Accounting
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Draft Outcome Papers and Commenting Status													
2/4/2010  test outcome paper	<a href="#">Make comment (12 days left)</a> <a href="#">View comments (2)</a>												
Final Outcome Papers													
Final outcome papers are not yet available for this issue.													

### Restricted site - The issue papers page

22. The issue papers page is shown when the icon on the main page under the heading 'Issue papers' has been selected.

23. This page shows available issue papers and the corresponding minutes of the London Group meetings in PDF format together with their posting date (see screen shot below).

Please note that for security reasons your session will time out at **1:02:08 PM**. Any information from this page not submitted before that time will be lost. Any activity (e.g. moving from page to page, clicking the 'Submit' button, etc.) will reset the timer.

[Log out](#) | [List of Issues](#) | [Vol.1 - Issue 1.a](#) | [Issue Papers](#)

## Vol. 1 - Issue 1.a: Recording of cultivated biological resources

Issue Papers and Corresponding Minutes of Meetings									
<p>Issue Papers:</p> <table border="1"> <tbody> <tr> <td>4/20/2009</td> <td> Treatment of cultivated biological resources in SEEA-MFA</td> </tr> <tr> <td>4/20/2009</td> <td> Harmonization of all SEEA Physical Flow Accounts into an Organic and SNA-coherent System in the Light of the OECD Guidance Manual on Material Flow Accounts</td> </tr> </tbody> </table>	4/20/2009	Treatment of cultivated biological resources in SEEA-MFA	4/20/2009	Harmonization of all SEEA Physical Flow Accounts into an Organic and SNA-coherent System in the Light of the OECD Guidance Manual on Material Flow Accounts	<p>Minutes of Corresponding Meetings:</p> <table border="1"> <tbody> <tr> <td>4/27/2009</td> <td> Report of the 13th meeting of the London Group on Environmental Accounting</td> </tr> <tr> <td>4/27/2009</td> <td> Report of the 12th meeting of the London Group on Environmental Accounting</td> </tr> </tbody> </table>	4/27/2009	Report of the 13th meeting of the London Group on Environmental Accounting	4/27/2009	Report of the 12th meeting of the London Group on Environmental Accounting
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## Restricted site - The draft outcome paper page

24. The outcome papers page is shown when the ✓ icon on the main page under the heading 'Draft outcome papers' has been selected.

25. This page shows available draft outcome papers with their posting date in PDF format and their commenting status and gives the option to make comments or to display posted comments (see screen shot below).

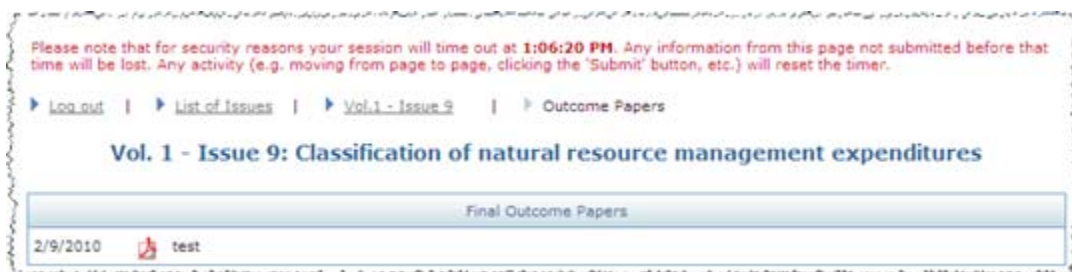
26. Each draft outcome paper will have a 15 day commenting period starting from the day it has been posted. Within the deadline, London Group members can make comments using the 'Make comments' link. Posted comments will be displayed at any time if the 'View comments' link is selected. Both pages will be described later in this documentation.



## Restricted site - The final outcome paper page

27. The final outcome paper page is accessed when the ✓ icon on the main page under the heading 'Final outcome papers' has been selected.

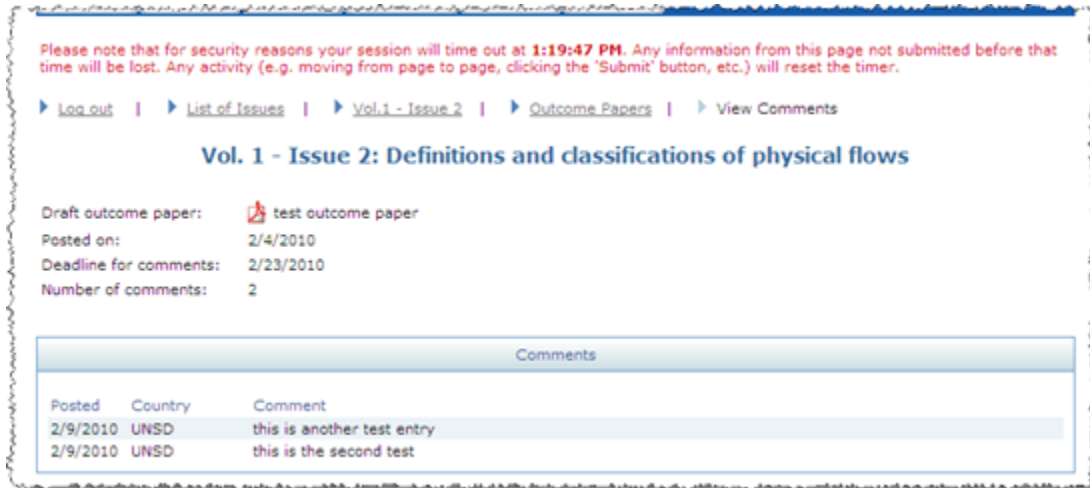
28. This page shows available final outcome papers in PDF format and their corresponding posting date (see screen shot below).



## Restricted site - View comments page

29. The view comments page is accessed when the 'View comments' link is selected either on the issue page or on the draft outcome papers page.

30. The page displays a link to the corresponding PDF file of the draft outcome paper, its posting and deadline information and shows all comments currently posted for the issue (see screen shot below).



### Restricted site - Make comments page

31. The make comments page is shown when the 'Make comments' link is selected either on the issue page or on the draft outcome papers page.

32. The page displays a link to the corresponding PDF file of the draft outcome paper, its posting and deadline information and displays a comment box to enter comments (see screen shot below).

33. For each outcome paper the London Group member is asked to respond to the question: Do you agree that the outcome paper reflects the decision/views of the London Group on this issue?

34. To enter a comment the user needs to just type or copy the corresponding text inside of the comment box. The amount of text that can be entered into the comment box is limited to 1500 characters. Once the text is in the comment box, the 'Submit' button needs to be clicked to save the information into the database. The actual date and the author of the posting will be added automatically. The user is identified by the login information.

35. Once the 'Submit' button was clicked the user will be redirected to the view comments page, where the just submitted comment can be seen immediately.

36. Each London Group member can make repeated comments for the same draft outcome paper as long as the deadline has not yet passed.




37. In case the comment exceeds 1500 characters UNSD would prefer to receive the comment as attachment in either WORD or PDF format and sent via email to [seea@un.org](mailto:seea@un.org). The attachment will then be posted by the website administrator as comment, the London Group member will remain as the author and the display in the list of comments will be accordingly.

Please note that for security reasons your session will time out at **11:59:23 AM**. Any information from this page not submitted before that time will be lost. Any activity (e.g. moving from page to page, clicking the 'Submit' button, etc.) will reset the timer.

[Log out](#) | [List of Issues](#) | [Vol.1 - Issue 9](#) | [Outcome Papers](#) | [Make Comment](#)

### Vol. 1 - Issue 9: Classification of natural resource management expenditures

Draft outcome paper:  Natural resource use and management expenditure accounts

Posted on: 5/30/2010

Deadline for comments: 6/15/2010

Number of comments: 0

To enter your comments just type or copy them in the corresponding comment box and click the 'Submit' button. You will see your submitted responses immediately. To request changes to submitted comments please contact UNSD at [seea@un.org](mailto:seea@un.org) or submit another comment with the corresponding corrections.

Comment Box

Do you agree that the outcome paper reflects the decision/views of the London Group on this issue?

Your comment (max 1500 characters):

## Restricted site - Logout

38. The London Group member should remember always to use the 'Log out' button of the navigation bar to logout of the restricted site and terminate the current session (see circled in red in the screen shot below).

Please note that for security reasons your session will time out at **2:08:49 PM**. Any information from this page not submitted before that time will be lost. Any activity (e.g. moving from page to page, clicking the 'Submit' button, etc.) will reset the timer.

[Log out](#) | [List of Issues](#) | [Vol.1 - Issue 1.a](#)