

Coordination Group of the Statistical Services of UN Organizations

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Background:

1. The first meeting of “UN entities on Statistical Programmes” was held on 9 September 2007 in Madrid, on the margins of the 10th Session of the Commission for the Coordination of Statistical Activities (CCSA). Since then, the Group met regularly twice a year, once in spring on the occasion of the annual session of the UN Statistical Commission and once during the fall on the occasion of the fall session of CCSA.

2. The UN Statistical Commission considered the coordination of statistical activities in the UN system during the past three sessions (see decisions 45/112, 44/112 and 43/112). In its latest decision (45/112) the Commission “endorsed the proposal that the United Nations chief statisticians hold regular meetings, and mandated the group to follow up on the recommendations of the Friends of the Chair¹ for improved coordination and report back to the Commission.”

Working modalities

A. Membership and level of representation

3. The Group comprises the statistical services of United Nations Funds and Programmes, United Nations Specialized Agencies and the UN Secretariat, whose mandate includes the provision of international official statistics in the context of the Principles Governing International Statistical Activities.

4. Prospective members should register with the secretariat.

5. Representation in meetings is expected to be at the level of Director of an organization’s statistical service or equivalent.

B. Organization

6. The Group elects a **chair**, who will serve for a two-year period and is eligible for re-election for a second two-year term. The chair may be identical to the CCSA co-chair representing the UN members of the CCSA to ensure close coordination with the activities of the CCSA.

7. The **functions of the chair** are to:

(a) Decide on the draft agenda items as proposed by the secretariat, based on decisions taken at the previous meeting and on subsequent requests by members;

(b) Conduct the sessions of the Group, including summarizing the discussion of each agenda item as a basis for preparing the report of the session;

¹ See E/CN.3/2014/13 at <http://unstats.un.org/unsd/statcom/doc14/2014-13-UNCoordination-E.pdf>

- (c) Propose draft minutes of the meetings, as prepared by the secretariat, to be approved by written procedure by all the members who attended the session;
 - (d) Represent the Group whenever its members consider it necessary;
 - (e) Invite, on a proposal from one or more of the members, observers to participate in the work of the Group;
 - (f) Approve the report to the Statistical Commission prepared by the secretariat as necessary.
8. The **secretariat** of the Group is situated at the United Nations Statistics Division.
9. The **functions of the secretariat** are to:
- (a) Prepare the draft agenda in collaboration with the chair and following consultation with members;
 - (b) Ensure that all documentation is made available to its members in time;
 - (c) Organizing the Group's sessions and coordinate with the agreed host of a given session;
 - (d) Prepare draft minutes of each session in cooperation with the chair, to be approved by written procedure by all the members who attended the session;
 - (e) Create, host and keep up-to-date a protected website for the Group;
 - (f) Prepare the draft report to the Statistical Commission for approval by the chair as necessary.

C. Meetings, decisions, minutes and reporting

10. The Group meets twice a year. The first meeting takes place in spring in New York on the margins of the UN Statistical Commission ("spring session") and the second meeting takes place on the margins of the fall meeting of the Committee for the Coordination of Statistical Activities ("fall meeting"), at the CCSA venue. The exact timing and length of these meetings are decided by the chair in consultation with the members upon the proposal by the secretariat. The draft agenda is prepared by the chair with assistance by the secretariat and in consultation with members based on decisions taken at the previous meeting and on subsequent requests by members;

11. Coordination of activities between meetings, for example, through electronic discussion groups, is an important and integral part of the work of the Committee.

12. Consensus during sessions is determined by the chair and reported in the minutes of the meeting. A report on decisions and actions is prepared for adoption after each meeting by the secretariat in a timely manner. The report specifies the lead agencies responsible for any action and follow-up.

13. The Committee regularly reports to the UN Statistical Commission. Such reports are drafted by the secretariat and approved by the chair.