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**DRAFT PROGRAMME OF WORK 2012-2013 OF THE WORKING GROUP ON
INTERNATIONAL CLASSIFICATIONS OF THE STATISTICAL CONFERENCE
OF THE AMERICAS OF THE ECONOMIC COMMISSION FOR
LATIN AMERICA AND THE CARIBBEAN**

The present document outlines the activities that the Working Group on International Classifications would undertake and its terms of reference for the sixth meeting of the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean (ECLAC) if its constitution is approved.

These activities, linked to each specific objective, reflect the consensus reached in the initiative committee on this Working Group, made up of the National Institute of Statistics of Chile, the National Institute of Statistics and Census of Costa Rica, the National Institute of Statistics and Geography of Mexico, the United Nations Statistics Division and the Andean Community. The National Institute of Statistics and Geography of Mexico is the coordinator of the initiative committee and the Statistics and Economic Projections Division of ECLAC would act as the technical secretariat of the Working Group. Possible sources of financing will be identified and the time frames for executing the programme of work will be decided once the Group has been officially established.

ACTIVITIES FOR 2012-2013

A. General activities

- (a) Request approval for the establishment of the Working Group on International Classifications at the sixth meeting of the Statistical Conference of the Americas to be held in November 2011.
- (b) Confirm the member countries of the Working Group and the coordinator.
- (c) Hold the inaugural meeting of the Working Group.

B. Activities related to specific objective No. 1

Identify and promote regional and subregional cooperation activities to boost the capacity of the member countries in the processes of adopting and adapting international classifications.

- (a) Draft a diagnostic questionnaire (survey on international classification in Latin America and the Caribbean) on the adoption or adaptation of international classifications in the countries of the region.
- (b) Draft and disseminate among the Working Group a summary and analysis of the conclusions drawn from the results of the diagnostic questionnaire.
- (c) Identify the statistics offices of each country in the region and other organizations responsible for the development, maintenance, adoption or adaptation of the different classifications with a view to establishing horizontal cooperation.
- (d) Identify the international agencies that could cooperate in the adoption or adaptation of international classifications.
- (e) Rank the countries that require support in relation to the adoption or adaptation of classifications by order of priority.

- (f) Design a training programme on classifications that establishes the country or organization in charge of providing the training, the countries to receive the training, the topics to be covered and the course dates in accordance with the outcomes of the diagnosis.
- (g) Select the training programme coordinator: one country responsible for promoting the delivery of the programme, evaluating the course and making any adjustments necessary in the light of the feedback received.

C. Activities related to specific objective No. 2

Exchange and document experiences, knowledge and good practices in relation to the implementation of international classifications.

- (a) Establish, with the support of ECLAC, an online forum to facilitate communication among the members of the Working Group on International Classifications, with a view to exchanging experiences on classifications (queries, opinions, proposals, good practices, documents and updates, for example).
- (b) Promote the use of the online forum to keep the members informed of revisions to the international classifications.
- (c) Offer training on the use of the online forum.
- (d) Draft documents on good practices and guidelines for the adoption, adaptation and updating of classifications within the national statistics systems of the countries of the region, using the international recommendations in this regard as a reference.
- (e) Hold face-to-face meetings to share experiences and good practices on classifications.
- (f) Hold face-to-face meetings to evaluate the Group's work (functioning of the online forum, identification of frequently asked questions and common problems, support provided to countries for the adoption or adaptation of classifications, evaluation of face-to-face working meetings, evaluation of the usefulness of the documents made available and identification of opportunities).
- (g) Share experiences to implement assisted classification systems.
- (h) Draft reports on the meetings held and make them available to the members of the Working Group on the online forum.
- (i) Strengthen the use and implementation of international classifications in the national statistics systems in the region, with a view to improving the comparability of the information produced.

D. Activities related to specific objective No. 3

Provide regular updates on the progress made in terms of new revisions to international classifications, particularly with a view to conducting economic and population censuses and changing the base year for national accounts in the countries of the region, as well as ensuring the proper management of directories of businesses and establishments.

- (a) Review periodically the websites of the United Nations and of other custodians of the international classifications to check for documents, recommendations and information on international classifications to be brought to the attention of the members of the Working Group through the online forum.
- (b) Circulate the general plan for incorporating the classifications into the different statistical programmes of each country with a view to informing countries of the details of the updates.
- (c) Design a format by which the members of the Group can record plans for incorporating the different classifications.

E. Activities related to specific objective No. 4

Promote the creation of inter-agency platforms for collaboration in, and coordination and integration of, regional initiatives on international classifications among blocks of countries.

- (a) Establish mechanisms for communication among the following international organizations that are custodians of international classifications: World Tourism Organization (UNWTO), World Customs Organization (WCO), International Labour Organization (ILO) and World Health Organization (WHO).
- (b) Identify agencies that have developed or that are developing regional classifications.
- (c) Establish mechanisms for communication and coordination with the agencies that have developed or that are developing regional classifications, such as the Common Market of the South (MERCOSUR).

F. Activities related to specific objective No. 5

Prioritize the translation into Spanish of texts on international classifications to enable their timely adoption by the countries of the region.

- (a) Select texts in English that would be useful in relation to the adoption, adaptation or updating of classifications.
- (b) Identify countries and international organizations that could help translate the texts.
- (c) Identify common terminology used in the texts to ensure consistency in the translations.
- (d) Coordinate a preliminary translation into Spanish of the published documents that the members of the Working Group consider to be of interest.
- (e) Coordinate with the countries or organizations that produced the documents in English to clarify any queries regarding concepts or terminology in order to validate the Spanish translation.
- (f) Make the preliminary translations, and subsequently the final translations, available on the online forum.
- (g) Evaluate the usefulness of the translations in supporting the work of the Group.

G. Activities related to specific objective No. 6

Make the arrangements necessary to hold meetings of the Working Group on International Classifications, with a view to promoting the use and dissemination of economic and social classifications.

- (a) Obtain financing from international organizations that are willing to support the activities of the Group's programme of work, such as the Inter-American Development Bank (IDB), World Bank and United Nations. Financing will be requested for essential activities, such as meetings, training and technical assistance.
- (b) Keep the international organizations that are supporting the Group's work informed of the distribution of the resources and the progress made on the programme of work.

H. Activities related to specific objective No. 7

Promote the establishment of a network of experts on international classifications to provide countries with mechanisms for communication and updating classifications and nomenclature.

- (a) Identify experts in international classifications from the member countries of the Working Group, using the Knowledge Transfer Network.
- (b) Coordinate the work of the Group with that of the Expert Group on International Classifications of the United Nations.
- (c) Coordinate the work of the Working Group with that of other organizations that have developed or that are developing regional classifications.
- (d) Compile and submit to the Expert Group on International Classifications the concerns and proposals regarding classifications in the countries of Latin America and the Caribbean.
- (e) Strengthen the exchange of information among the countries in Latin America and the Caribbean that have trade agreements.