



UNITED NATIONS



Distr.  
LIMITED

LC/L.3694(CEA.7/4)  
30 September 2013

ENGLISH  
ORIGINAL: SPANISH

---

Seventh meeting of the Statistical Conference of the Americas of the  
Economic Commission for Latin America and the Caribbean

Santiago, 5-7 November 2013

**PROPOSED OPERATIONAL GUIDELINES FOR THE WORKING GROUPS OF  
THE STATISTICAL CONFERENCE OF THE AMERICAS OF ECLAC\***

\* These proposed operational guidelines were prepared by the secretariat and were discussed and adopted by the Executive Committee at its meeting on 3 and 4 September 2013, and will be presented for consideration and adoption by the Statistical Conference of the Americas at its seventh meeting.

## CONTENTS

		<i>Paragraph</i>	<i>Page</i>
A.	BACKGROUND .....	1-2	3
B.	SCOPE AND OBJECTIVES OF THE WORKING GROUPS .....	3-9	3
C.	WORKING GROUP COORDINATORS .....	10	4
D.	WORKING GROUP TECHNICAL SECRETARIATS .....	11-12	4
E.	ROLE OF THE EXECUTIVE COMMITTEE .....	13-18	5
Annex	Format for presentation of the biennial programme of the working groups and status and final performance reports .....	-	7

## A. BACKGROUND

1. At its twelfth meeting, the Executive Committee of the Conference agreed to:

*“2. Request the secretariat to prepare, at its earliest opportunity, rules of procedure for the formation and operation of the working groups and other task forces of the Conference, and present them for consideration and adoption by the Conference at its seventh meeting; the rules of procedure should take into account the contents of the progress report on the working groups and recommendations for improving their operations, as well as the experience of the international statistical community in this area;”*

2. Further to this request, the proposed operational guidelines for the working groups of the Statistical Conference of the Americas of ECLAC are presented below. These guidelines were discussed and adopted by the Executive Committee at its meeting on 3 and 4 September 2013, and will be presented for consideration and adoption by the Statistical Conference of the Americas at its seventh meeting, to be held from 5 to 7 November 2013 in Santiago.

## B. SCOPE AND OBJECTIVES OF THE WORKING GROUPS

3. The working groups are organizational arrangements whereby member countries of the Statistical Conference of the Americas jointly address a problem or issue concerning one of the four areas of the Strategic Plan: institution-building; human resources and training; development of technical and methodological capacities; and coordination and cooperation between member countries of the Conference and international bodies.

4. Working groups are formed at the request of a group of countries. Such a request will be evaluated by the Executive Committee which, if it considers the step necessary and justified, will present the proposal for endorsement at the following meeting of the Conference. Meanwhile, the requesting countries will prepare the proposed working group's terms of reference and draft programme of work.

5. The working groups are open to all countries that wish to join. Countries proposing to join the group must indicate explicitly what form their commitment to achieving the goals of the working group will take and what resources they will contribute in terms of expert hours or other inputs. This implies a commitment on the part of the national statistical offices to include in their regular work programme the time that the experts will need to devote to the relevant working group.

6. Each working group shall have a biennial programme setting forth specific goals and attainable targets during its mandate; these must be measurable using mid-term and final evaluations.

7. Each working group shall formulate its programme of work taking account of the human resources that member countries can contribute and the funding available in order to fulfil the proposed targets. The working groups are requested to submit the programme of work using the format indicated in the annex.

8. The groups must ensure that communications and working documents are available in English and Spanish, so as to enable the participation of all countries without a language barrier. Furthermore,

they should make determined efforts to continue to promote the participation of the English-speaking Caribbean countries and Haiti in the activities of the Conference, and especially in its working groups.

9. The working groups will be responsible for updating their page on the website of the Statistical Conference of the Americas and the Knowledge Transfer Network in order to broadcast their activities and the outcomes of their work, and for coordinating with the Network in organizing and running online training courses.

### **C. WORKING GROUP COORDINATORS**

10. Each working group will have a coordinating country, designated by its member countries, with the following duties:

- (a) Coordinate and agree upon the preparation of the corresponding biennial programme of work.
- (b) Coordinate the group's work to complete the biennial programme and monitor its implementation.
- (c) Coordinate the support work for the implementation of the biennial programme with the technical secretariat.
- (d) Draft and submit to the Executive Committee progress and final reports on the group's biennial programme.
- (e) Encourage all members of the group to participate in the group's activities.
- (f) Maintain regular communications with the Executive Committee through the mechanisms that the Committee may determine.
- (g) Maintain regular contact with the Knowledge Transfer Network and promote the use of its virtual platform for the coordination and discussion of the group's work

### **D. WORKING GROUP TECHNICAL SECRETARIATS**

11. Each working group shall have an international organization to act as its technical secretariat, with the following duties:

- (a) Provide specialized technical support to the working group in the relevant thematic area.
- (b) Support the working group in formulating projects and identifying and seeking financing for them.
- (c) Facilitate coordination between the countries of the Conference and international bodies that specialize in the relevant thematic areas.

12. At the start of each biennial programme, the technical secretariats shall specify the resources, in terms of expert hours and other supports, which they will make available to the working groups for the completion of their tasks.

### **E. ROLE OF THE EXECUTIVE COMMITTEE**

13. The Executive Committee, with support from the secretariat of the Conference, is responsible for monitoring the operations of the working groups and for providing support for their activities.

14. Under the leadership and coordination of the Chair of the Executive Committee, each Committee member will be assigned responsibilities for monitoring and supporting the activities of the working groups.

15. The Executive Committee will hold two face-to-face meetings or video-conferences per year to monitor fulfilment of the working groups' programmes of activities and to adopt and propose measures in this regard.

16. The Executive Committee will promote discussion forums to identify and build synergies between groups, and collaboration between their members.

17. At the relevant meeting, the Conference will take note of and consider the report on the implementation of the committed biennial programme and, acting upon the Executive Committee's report and recommendation, will determine the thematic working groups and their terms of reference for the next biennial period, with reference to the substantive priorities arising from the meeting of the Conference.

18. In addition to the working groups, the Executive Committee may establish other coordinating and working bodies to carry out specific mandates. In particular, it may, if necessary, recommend the creation of task forces or ad hoc groups, for example a group of experts who will maintain regular contact with each other, to draft a report, conduct tasks or prepare specific outputs in relation to particular topics or issues. The ad hoc groups or task forces may be useful for the working groups in dealing with a given issue on the programme of work and thus function as a subgroup for a limited period of time.



## Annex

**FORMAT FOR PRESENTATION OF THE BIENNIAL PROGRAMME OF THE WORKING  
GROUPS AND STATUS AND FINAL PERFORMANCE REPORTS**

**I. Members of the working groups and technical secretariat**

**II. Objectives**  
**1. General**  
**2. Specific**

**III. Programme of work**

Activities	Sub-activities	Responsible organization	Date	Expected outcome

**IV. Status and final performance report on implementation of the biennial programme**

Activities	Participants	Period of implementation	Outcomes	Observations