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**IMPLEMENTATION AND MONITORING OF THE PROGRAMME OF REGIONAL
STATISTICAL WORK, JULY 2005-JUNE 2007: RESPONSIBILITIES OF THE
EXECUTIVE COMMITTEE OF THE STATISTICAL CONFERENCE
OF THE AMERICAS, AND TENTATIVE TERMS OF REFERENCE
OF THE WORKING GROUPS**

This document was prepared by the secretariat of the Statistical Conference of the Americas of ECLAC.

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**Implementation and monitoring of
the programme of regional statistical work, July 2005-June 2007:
*Responsibilities of the Executive Committee of the Statistical Conference of the
Americas, and tentative terms of reference of the working groups***

Summary of the original document DDR/3

This executive summary was prepared by the Secretariat on the basis of an original document in Spanish presented by the Presidency of the Executive Committee. It was not submitted to formal editing and is solely intended for the information of the meeting participants.

I. Introduction

The Third Statistical Conference of the Americas held in June 2005 has requested the Executive Committee to revise and integrate the Strategic Plan and the Statistical Work Programme for the Period July 2005-June 2007. The Conference decided also the creation of Working Groups coordinated by designated Member States, to implement the Work Programme.

The President seized upon the opportunity of a regional conference held in Aguascalientes (July 2005) to informally consult those Executive Committee members that were present, and elaborated a proposal for the coordination and monitoring of the activities of the Work Programme and the Working Groups.

II. Objectives

The objective of the terms of reference is to delineate (i) the organizational structure of the Working Group and (ii) the formulation of activities that each group will implement in the framework of the Regional Programme of Work 2005-2007.

III. Activities and expected results

Six Working Groups have been identified:

- Institutional Strengthening
- Human Resources
- Census
- Millennium Development Goals
- National Accounts
- Information and Communication Technologies (ICT)

III.1 Structure

Each Working Group (WG) will be integrated by a “Leader”, a Facilitator and by representative of Member States that volunteer to participate.

All WG will design and execute their activities in line with one of the four subprogrammes defined by the SCA in its Third Conference. They should report their activities to a Rapporteur designated by the Executive Committee and in-charge of the monitoring of each subprogramme.

- Leader

The Leader of each group is responsible for inviting other members to join the WG; promote, coordinate and monitor a programme of activities; prepare the documentation that will be presented to the Executive Committee. This includes fostering the participation of all WG participants, and informing on a regular basis the “Rapporteur” designated by the Executive Committee. The Leader will be assisted in this role by the SCA Secretariat and the “Facilitators” designated by the President.

- Facilitators

The Facilitators are Staff member of the INEGI, designated by the President to (i) assist the Leader, (ii) provide help in the use of the electronic conference, and (3) maintain the communications needed for a proper monitoring of the activities.

- Members

They are the representative of member States designed to participate in the WG and inform their management on the activities implemented and the agreements proposed.

Work Groups: Leaders and Facilitators

Group	Leader	Facilitator
Institutional Strengthening	Mexico	Jesús Romo
Human Resources	Argentina- Spain	Virginia Abrín
Census	Chile	Alfredo Bustos
Millennium Development Goals	Peru	Ma. Eugenia Gómez Luna
National Accounts	Brazil	Francisco Guillén
Information and Communication Technologies	Dominican Republic	Abdón Sánchez

Subprogramme for Coordination and Harmonization *	President of the Executive Committee	Ricardo Rodríguez
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Note: * President of the Executive Committee will promote the integration of the Working Groups initiatives with the existing statistical programmes at regional and subregional levels.

As mentioned, the WG leader and the Facilitator will constitute the WG and define its programme of activities for 2005-2007, according to the following guidelines.

III.2 Formulation of the SCA Work Programme 2005-2007

III.2.1 General Recommendations

The WG may, if necessary, suggest new lines of actions for the Strategic Plan to the President of the Executive Committee.

- The WG activities should be in line with the mandate of the SCA as established by the ECOSOC resolution 2000/7 and the Strategic Plan defined by the Third SCA (L/LC/L.2293 CEA.2005/3)
- Each WG should define its activities on the basis of the Regional Work Plan July 2005-June 2007 established by the SCA and revised by the 5th Meeting of the Executive Committee in November 2005. The WG should also consider the existing international initiatives (City Groups, etc.) The activities should follow the present Terms of Reference, but may include new projects not considered in previous initiatives.
- Each WG should include in its programme of activity the preparation of a diagnostic of the situation of the region.
- The activities should make use of the SCA Electronic Conference facilities, to promote a greater participation of SCA members.
- The WG included in Subprogramme 3 on Statistical Development, should prepare a Project to foster the regional harmonization of the relevant statistics (use of common classifications, methodologies, etc.)

III.2.2 Programme Articulation

III.2.2.1 Strategic Plan

The Strategic Plan 2005-2015 forms the basis of the work of the SCA during the decade. It presents the SCA Mission Statement, the main long term objectives and delineates the appropriate lines of actions.

To reach the objectives set by the Strategic Plan, the Member States have the responsibility to design and implement, with the assistance of the Secretariat and the support of the multilateral organizations, 5 biennium regional work plans during the decade.

The President of the Executive Committee should promote the integration of the initiatives and programmes existing at regional and subregional level, to foster their convergence towards the Strategic Plan defined by the Conference.

The WG will formulate and implement their respective programme of activities 2005-2007 in line with the above mentioned guidelines. If necessity occurs, the Executive Committee may decide the creation of additional WG, if resources are available.

III.2.2.2 Articulation between the Regional Plan of Work 2005-2007 and the Strategic Plan

The Programme of Regional Statistical Work for Latin America and the Caribbean, July 2005-June 2007 (L/ LC/L.2293 CEA.2005/3) is made of four subprogrammes:

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| Subprogramme 1: | Institution-building |
| Subprogramme 2: | Human resources and training |
| Subprogramme 3: | Development of statistical capacity |
| Subprogramme 4: | International coordination and regional harmonization |

Each subprogramme includes various areas of work that are detailed in the reference document (L/ LC/L.2293 CEA.2005/3), and will be implemented by the respective WG.

During the present biennium 2005-2007, the implementation of each subprogramme will consist of a series of projects and programmes of activities. Each project identified should include one or more of the line of activities and objectives defined in the Programme of Work. For example, the WG National Accounts may integrate existing multilateral activities implemented at a regional or subregional level.

In addition the WG may propose new projects, following a standardized procedure. The standardized format (detailed in the annex of the original document in Spanish) includes indicators of monitoring and evaluation, and will allow the Executive Committee to evaluate each proposal.

III.3 Monitoring

The monitoring of the activities implemented in the framework of the Programme of Work will be the responsibility of four *Rapporteurs*, one for each subprogramme. The Rapporteurs are members of the Executive Committee in charge of preparing, in coordination with the Leaders of each WG, periodic reports for the information of the Executive Committee.

The following structure has been proposed for the Rapporteurs:

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| Subprogramme 1 (Institution-building): | <i>Colombia</i> |
| Subprogramme 2 (Human resources and training): | <i>Spain</i> |
| Subprogramme 3 (Development of statistical capacity): | <i>USA</i> |
| Subprogramme 4 (International coordination and regional harmonization): | <i>Mexico</i> |
| | (ex-officio as President of the Executive Committee) |