

## **Minutes of the 1<sup>st</sup> meeting of the Technical Expert Group for updating the manual on CPI (TEG-CPI) (Geneva, 11-12 February 1999)**

1. The meeting was chaired by Mr. David Fenwick (UK) and attended by Mr. J. Astin (Eurostat), Mr. S. Young (ILO), Ms. V. Stoevska (ILO), Mr. K. Zieschang (IMF), Mr. Carl Obst (OECD), Mr. R. Lynch (World Bank), Mr. P. Haschka (Austria), Mr. B. Shultz (Canada), Mr. T. Lacroix (France), Mr. Y. Finkel (Israel), Mr. J. Greenlees (USA), Mr. P. Hill (UK), and Mr. J. Karlsson, Ms. L. Bratanova, and Mr. M. Pesut (all UN/ECE).

2. **The role of TEG-CPI.** After briefing participants about the results of previous meetings of the IWGPS, the chairman explained the role the TEG-CPI will play in updating of the Manual on CPI and presented the terms of reference of the TEG. He mentioned that the Group in large part could be seen as a subset of the Ottawa group. The TEG-CPI will have an advisory role on technical issues in updating of the Manual with a duration limited to the production of the final version of the new Manual. The Group will recommend experts for drafting parts of the Manual, suggest the best method of work, technically supervise the drafting and work closely with the IWGPS and other members of the Ottawa group.

3. **The editor.** The Group agreed that there is a need for an editor who will be responsible for integrating the contributions for parts of the Manual drafted by various experts as well as coordinating and supervising their work and observance of deadlines. He will also ensure the consistency of the final draft of the Manual and that the content corresponds to the requirements in terms of the quality and relevance and also to the wider needs of a series of handbooks on price indices. In consultation with the Group, the editor will also propose the technical layout and final presentation for printing of the Manual. The practical modalities and contribution from all participating organisations for funding of the whole project need to be worked out as soon as possible.

4. **Review of the outline for the CPI Manual.** The Group reviewed the outline of the CPI Manual proposed by IWGPS and compiled by Mr. C. Obst (OECD). After a detailed discussion of all chapters of the proposed outline, the Group agreed that Mr. Obst would revise it by the end of February 1999. The outline will again be circulated to all members of the TEG-CPI as well as to the Ottawa group for final comments. The deadline for comments will be two weeks – by mid March 1999. It is anticipated that Mr. Obst will prepare the final version of the outline by the end of March, which will then be circulated to all members of the TEG-CPI as well as to the Ottawa group. At the same time the outline of the CPI Manual should also be posted on the WWW site in order to provide information to the wider audience.

5. **Method of work.** The Group discussed the method of work once the outline is finalised. It is envisaged that chapters of the draft Manual will be prepared by authors who will be appointed from amongst the members of the Ottawa group, TEG-CPI, IWGPS and other recognised experts in price statistics. In addition to authoring particular chapters, the members of the TEG-CPI will also contribute by gathering and suggesting possible sources for drafting, perform associate-editor role for drafts of particular chapters and providing expert assistance to authors. The Group felt that the first priority is a Glossary of terms and that the work on a Glossary should begin as soon as possible. The effective liaison arrangements will be established between the TEG-CPI and Ottawa group through back-to-back meetings, which will be used to exchange views on progress of work.

6. **Work plan.** The following schedule was agreed by TEG-CPI although it was recognised that it will need to be kept continuously under review:

- 26 February 1999      - updated outline of the Manual (prepared by Mr. C. Obst) to be circulated to all members of the TEG-CPI;
- 12 March 1999        - final comments on the outline by members of TEG-CPI;

- 26 March 1999 - final draft of the outline completed and circulated and posted to WWW site; recommendations about authorship; suggestions about topics for Invited papers and authors for the joint ECE/ILO November 1999 meeting on CPI;
- March – August - work on the Glossary plus editorial style and page format completed for presentation at Ottawa Group meeting;
- August 1999 (Ottawa group meeting) - review of the available material and modalities of its use for drafting of the Manual; discussion about the Glossary; more detailed discussion about authors. Followed by a progress report to the IWGPS;
- November 1999 - Review of papers presented at the ECE/ILO meeting – selection of text to be included in the manual;
- March 2000 - existing draft text of the Manual will be reviewed; identification of additional new text to be prepared and authors for those sections;
- June 2000 - Zero draft Manual to be submitted to IWGPS and Ottawa group for comments during its 2000 meeting;
- September 2000 - Comments on and suggestions for improvements of the draft to be submitted by IWGPS; identification of sections for which new text has to be prepared;
- December 2000 - First draft of the final text to be reviewed;
- January 2001 - Final draft to be approved by TEG-CPI and IWGPS;
- February/March 2001 - CPI Manual to be submitted to Statistical Commission for information.

7. **ECE/ILO meeting on CPI, Geneva, 3-5 November 1999.** TEG-CPI was informed about the new formula for the joint ECE/ILO meeting on CPI in November 1999. It was suggested that topics of invited papers should be aligned with the revised outline for the CPI Manual and defined in such a way that invited papers prepared for the meeting could later be used as inputs for the Manual. Once the outline of the Manual is finalised, ECE and ILO will accordingly revise topics of the invited papers for the draft agenda. Members of the TEG will suggest the potential authors of invited papers by the end of March 1999.

8. The meeting was informed that the IMF would send a letter to the member organisations of the IWGPS exploring their interest to start work on a Manual for PPI.

9. **Next meeting.** TEG-CPI will hold its next meeting back-to-back with the August 1999 Ottawa group meeting in Iceland. The Ottawa Group will also be encouraged to formulate its agendas with the revision of the CPI manual in mind.

10. The Chairman thanked TEG-CPI members for their participation and to UN/ECE for providing an efficient secretariat. Also Carl Obst (OECD) for his work on revising the handbook outline.

**P.S. As a reminder, here is the list of members of TEG-CPI who expressed their (preliminary) interest to be either authors, contributors of the relevant material or associate-editors for chapters of the Manual. After some discussion it was agreed that there is no need to provide materials for chapters as the selected authors are expected to be very familiar with the relevant topic. Each member of the group may indicate the material that is available on any particular topic:**

<b>Glossary</b>	<b>Mr. J. Astin (provide material)</b> <b>Mr. P. Haschka (provide material)</b>
<b>Chapters 1, 2, 3 -</b>	<b>Mr. P. Hill (author) (possibly also the editor of the Manual)</b>
<b>Chapter 3 -</b>	<b>Mr. J. Austin (provide materials)</b> <b>Mr. T. Lacroix (provide material and associate-editor)</b>
<b>Chapter 4 -</b>	<b>Mr. P. Hill;</b> <b>Mr. K. Zieschang (possibly author or associate-editor)</b> <b>Mr. J. Austin (provide materials)</b>
<b>Chapter 5 -</b>	<b>Mr. K. Zieschang (possibly author or associate-editor)</b>
<b>Chapter 6 -</b>	<b>Mr. J. Astin (provide material)</b>
<b>Chapter 7 -</b>	.....
<b>Chapter 8 -</b>	<b>Mr. B. Shultz (possibly author)</b>
<b>Chapter 9 -</b>	<b>Mr. D Fenwick (possibly author)</b>
<b>Chapter 10 -</b>	<b>Mr. B. Schultz (possibly author)</b>
<b>Chapter 11 -</b>	<b>Mr. Y. Finkel (associate-editor),</b> <b>Mr. J. Astin (provide material)</b> <b>Mr. T. Lacroix (provide material and associate-editor)</b>
<b>Chapter 12 -</b>	<b>Mr. J. Greenlees (possibly author)</b> <b>Mr. T. Lacroix (provide material and associate-editor)</b> <b>Mr. J. Astin (provide material)</b>
<b>Chapter 13 -</b>	<b>Mr. P. Haschka (possibly author)</b> <b>Mr. J. Astin (provide material)</b>
<b>Chapter 14 -</b>	<b>Mr. J. Astin (provide material)</b>
<b>Chapter 15 -</b>	<b>Mr. Y. Finkel (associate-editor)</b>
<b>Chapter 16 -</b>	<b>Mr. D Fenwick (possibly author)</b> <b>Mr. Y. Finkel (associate-editor)</b>