

Minutes of the 2nd meeting of the Technical Expert Group for updating the Manual on CPI (TEG-CPI) (Geneva, 2 November 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. P. Haschka (Austria), Mr. B. Shultz (Canada), Mr. T. Lacroix (France), Mr. Y. Finkel (Israel), Mr. J. Greenlees (USA), Mr. R. Edwards (Australia), Mr. P. Hill (UK), and Mr. J. Karlsson, Ms. L. Bratanova, and Mr. M. Pesut (all UN/ECE).
2. The draft agenda for the meeting was adopted
3. The minutes of the 1st TEG-CPI meeting were adopted.
4. **Information by the chairman (Mr. D. Fenwick) on Ottawa Group meeting** – Mr. Fenwick briefed participants on the outcome of the latest Ottawa Group (OG) meeting that took place in Reykjavik in August 1999. He mentioned that the OG members were generally supportive of the TEG-CPI plans and work on revision of the CPI Manual. The next meeting of the OG will take place in the spring of 2001. Since the CPI Manual should be finalised by that date, it was suggested that workable arrangements between the TEG-CPI and OG should be found in order to ensure that the final draft of the new CPI Manual obtains the full backing of all OG members. This could be done by either posting parts of the revised manual on the ILO web site and/or through e-mail communication between the Manual authors and other members of the TEG-CPI and OG.
5. Referring to some concerns at the OG meeting, members of the TEG-CPI agreed that the work programme as proposed by TEG-CPI is realistic and it will be respected. Also, it was felt that a thorough revision of draft Manual chapters by referees and the editor would ensure a highest quality of the revised Manual. In addition, it was suggested that drafted chapters could be posted on the ILO Internet site thus allowing an access not only to the “reference group” of countries and institutions but also other interested experts and the public at large.
6. Mr. Young once again reiterated the role of the new Manual and the strategy which ILO will pursue in preparing the new Resolution for the International Conference of Labour Statisticians to be held in 2003.
7. In this context it was proposed that a comprehensive Introduction to the new Manual should be drafted covering the following elements: status of the manual, reference framework, reference to authorship, funding, relation to the OG and the reference group, reference and relation to the existing Manual, etc. In addition, proposals were made concerning the general layout of the new Manual which could have a “guide for users”, and should use either “boxes” or some other form of presentation when discussing technical and controversial issues. It was stressed that the Manual structure, with two parts – conceptual and practical, would ensure that future users are immediately directed to those sections that may be of their particular interest.

Review of the preparations for revision of the manual and work undertaken so far –

a) Glossary of terms

8. Mr. C. Obst informed participants about the work on the Glossary. He referred to the paper prepared by Mr. R. Turvey and his own room-paper. While in a large number of areas of the Manual there are no major terminological problems a number of terms still remained to be discussed and agreed upon. Participants generally agreed that the Glossary needs to be completed as soon as possible in order to ensure that terminological consistency is maintained throughout the whole Manual. It was mentioned that it would also be important to ensure consistency with the existing Manual and terminology that will be used in the PPI Manual. Furthermore it was suggested that it would be extremely useful to produce a Thesaurus of terms and a list of terms commonly used in practical work. Translation of the Manual, Glossary and Thesaurus in other languages would increase usefulness of the Manual for practitioners in different languages.
9. After some discussion concerning the future work on the draft Glossary it was agreed that Mr. R. Turvey continues his work and completes the draft. The small working group (P. Hill, C. Obst, B. Shultz and V. Stoevska) will then review the draft. This should be completed as soon as possible and preferably within one month.
10. The ILO will exchange the experience with the IMF (planning to open the PPI page) and explore the possibilities for opening a special CPI Manual page on its Internet site. Chapter authors will decide at what stage draft chapters will be posted on this web page.

b) **Review of the available material submitted by TEG-CPI members**

11. Mr. C. Obst informed participants that he has not received any document relevant for drafting chapters of the Manual as discussed at the 1st TEG-CPI meeting. Since assignment of chapters to various authors has been almost completed in the meantime, it was agreed that TEG-CPI members will exchange all potentially useful materials and send them to each chapter author directly.

c) **Review of the list of authors/referees**

12. After thorough discussion the list of authors/referees has been once again reviewed and final arrangements agreed for most chapters. It remains to be determined who will be the author of chapter 7 (Mr. D. Sellwood was suggested) and how will the arrangements with paid consultants be concluded (Mr. J.Dalén, Mr. B.Balk, Mr. E.Diewert, Mr. T.Griffin and one professional consultant to prepare the Index). TEG-CPI members received the most recent table with distribution of authors by chapters after the meeting.

d) **Style/format of the Manual**

13. Mr. P.Hill presented a short paper on editorial ground rules and guidelines for authors. It was agreed that all authors as a standard should use the MS Word software. Also the structure of headings, hierarchies and paragraphs was adopted as well as equation notation and numbering. It was also agreed that to the extent possible the jargon should be avoided. The editor will set a clear ground rules and guidelines for all authors and circulate it so that they are quickly adopted. Mr.K.Zieschang offered to create the "normal.dot" file containing all the formatting and standardising the lay out of the text that could be used by all authors when submitting their drafts to the editor.

Future work plan

14. TEG-CPI members agreed that drafting of chapters should start as soon as possible. It was agreed that by March 2000 all drafts should be completed and refereed by June 2000. This would enable the editor to complete his editorial work by December 2000. The ILO web site should provide an updated information on the status of each chapter (submitted, refereed, edited, etc.). Final draft of the Manual should be available for approval by TEG-CPI and IWGPS in January 2001 and submitted to the UN Statistical Commission for information in February/March 2001.
15. The ILO and UN/ECE secretariats will jointly ensure project management. This will involve exchange of monthly information on progress of work with the editor and chapter authors, observation of deadlines, checking with organisations who are financing consultants and resolution of possible delays the work plan.

Next meeting.

16. If the work on the Manual continues according to the work plan and if there are no urgent problems which could not be solved otherwise (e-mail, telephone) TEG-CPI will hold its next meeting in September 2000. However, if there are contentious issues requiring immediate attention and discussion the next TEG-CPI meeting may be held in June 2000.