

**Meeting of the
Technical Expert Group to Update the CPI Manual
January 18-20, 2017
Vienna, Austria**

Minutes

- IMF to send original MS Word versions of manual from ILO.
- The TEG-CPI agreed to cut the use of references to other papers from Vol I, although exceptions to included relevant review papers and other Manuals and Standards were noted.
- Each chapter will include a summary of key issues/recommendations, using bullet points.
- It was agreed that chapter authors would be responsible for updating parts of the glossary relevant to their chapter, as needed.
- In terms of format and structure, it was agreed:
 - Font: Times New Roman
 - Size: 10 ½
 - Examples should include numerical illustrations.
 - For equations, Equation Editor should be used.
- Procedures for review of draft chapters:
 - Drafter/author will email a copy of the updated chapters directly to the reviewer and provide an overview of changes and any key issues.
 - Copy the Editor on all messages between author and reviewer.
 - Reviewer will return chapter to author with comments/suggestions using track changes where expedient.
 - Author incorporates relevant changes/suggestions.
 - For any changes/suggestions not included, the author will provide written explanation for the record.
 - Any disputes between the author and review to be settled by the TEG-CPI at large.
 - Author forwards clean version of updated chapter to the TEG-CPI at large.
 - Editor to review text.
 - IMF will post all updated chapters on a secure website for review and comment by compilers.

- Chapter by chapter discussions held. Each author will prepare and submit a revised chapter outline to reflect discussions and agreements.
- Editor to review and prepare text
- Substantive changes to chapters are as follows:
 - Chapters 2 and 3 will be combined to reduce repetitive text and discussions.
 - Chapter 5 on Sampling to be revised to reflect a multistage sampling strategy for selection of areas, items, outlets, and individual sampled observations.
 - A new chapter will be added to expand on the methods for updating the CPI and introducing new weights, and linking old and new series.
- Timeline agreed: All chapters will be available for review by end December 2017.