



FOR ADDITIONAL INFORMATION ON THE TRAINING PROGRAMME PLEASE CONTACT:

EUROSTAT

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A great deal of additional information on the European Union is available on the Internet.

It can be accessed through the Europa server (http://europa.eu.int).

Cataloguing data can be found at the end of this publication.

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FOREWORD

The "Training of European Statisticians" Programme has a long history behind it, dating back to the early 1990s. Since then, the Programme has changed somewhat in its organisation and content, but still remains one of the very few tools for transferring knowledge and best practice within the European Statistical System.

With Enlargement only a few steps away, the Programme already now accomodates all Candidate Countries. In fact, the considerable increase in the participation rate of Candidate Countries in the last few years only proves that the role of training in preparing for Enlargement in the field of statistics is widely acknowledged. Awaiting the conclusions of the enlargement negotiations at the Copenhagen Summit on 12-13 December 2002 and the accession of the successful Candidate Countries by the end of 2004, we can already say that training has become more important than ever for ensuring a high comparability of national statistics in order to obtain a high quality of statistics at a European level.

The design of the 2003 Programme was, as usual, based on an annual investigation of training needs where all stakeholders expressed their expectations from the future training programmes. Taking their input into consideration, the 2003 Programme was set-up to include six completely new courses (in the fields of Economic Statistics. Information Technology and Data Collection and Survey Methodology) and three revised courses (Regional Accounts. Statistical Disclosure Control and Statistical Confidentiality). Some of the familiar basic courses have been postponed until next year to leave room for the coverage of new training needs (Short-Term Indicators, Statistical Metadata etc). Together with all other courses, we have tried our best to create a well-balanced programme, tailor-made to the participants needs and expectations.

We greatly value the involvement of National Statistical Institutes in planning, implementing and evaluating the Programme and we continue to count on their contribution for its development. What is also undoubtedly significant is the role of the course participants through their actual participation and their contribution in defining the training needs and evaluating the results of their training.

I would like to take this opportunity to wish future participants of the 2003 Programme all the best for a successful training experience. I believe they have a great deal to benefit from the joint effort of all people involved in the preparation and implementation of the Programme, to whom I express my sincere gratitude.

> Photis Nanopoulos, Director, Directorate A Eurostat

CONTENTS

Foreword		3
THE TRAINING PRO	GRAMME FOR EUROPEAN STATISTICIANS	7
Additional Cours	E DETAILS	10
REGISTRATION PRO	CEDURE	11
OVERVIEW OF ALL	Courses	12
COURSE DESCRIPTI	IONS	
OSG-001	The European Statistical System	14
ECO-001	National Accounts Statistics in Practice	16
ECO-101	Nomenclatures, Classifications and their Harmonisation	18
ECO-103	Enterprise Statistics	19
ECO-107	Theory and Practice of Regional Accounts	21
ECO-124	Short-Term Indicators	23
ECO-155	Road Freight Transport Statictics	25
ECO-201	Environmental Expenditure Statistics and Accounts	27
ECO-203	European System of Accounts (ESA-95)- Financial Accounts	29
ECO-204	European System of Accounts (ESA-95)- Goods and Services	30
SOC-003	Systems of Social Statistics, Social Indicators and Social Reporting	31
SOC-102	Labour Cost Statistics	34
SOC-104	Concepts and Measurements of Inequality and Poverty	35
DAT-002	Sampling Techniques and Practice	37
DAT-102	Survey Non-Response: Reduction, Weighting and Imputation	39
DAT-103	New Advanced Technologies for Data Collection	41
DAT-105	Introduction to the Use of Administrative Sources for Statistical Purposes	42
DAT-205	Design of Experiments within Surveys	43

	ASA-201 Seasonal Adjustment Methods		45	
	SIS-001	An overview of Statistical Confidentiality in Official Statistics	47	
	SIS-152	New Tools and Methods of Data Transmission for Statisticians.	48	
	SIS-201	Introduction to Statistical Disclosure Control Methods	49	
	SIS-250	Statistical Metada	50	
	PDS-001	Basic Principles of Publication and Dissemination of Statistical Products	51	
	PDS-101	Towards a User-Friendly Statistical Reporting	53	
	PDS-103	Techniques of Electronic Data Dissemination	55	
	PDS-105	Marketing and Sales of Statistical Products and Services	56	
	MSI-150	Quality Management in Statistics	57	
COURSE	E LEADERS		58	
MEMBERS OF THE WORKING GROUP "TRAINING OF EUROPEAN STATISTICIANS" 60				
APPLICATION FORM 63				

THE TRAINING PROGRAMME FOR EUROPEAN STATISTICIANS

History

Since starting in the early 1990s, the training programme for European Statisticians was supported and financed by the European Commission (Eurostat) and the European Free Trade Association (EFTA). In 1996 TES Institute was founded and since then has been responsible for the organisation and execution of the programme.

Although the format of the brochure and the programme changed somewhat, the co-operation between the TES Institute and Eurostat continues. Based on the already existing experience and competence, both partners are doing their utmost to offer a high quality programme.

Our objectives

Training of European statisticians is essentially a European training, which surpasses national boundaries and fills existing gaps between the national training schemes and the challenges of the European Statistical System. In this sense, the programme supports the quality of European statistics, their harmonisation and comparability as well as the transfer of new tools, methods and technology between the different European countries. It supports national training schemes by addressing demands which cannot be met nationally, gives access to international experts in relevant fields to share their knowledge and expertise, and promotes co-operation and exchange of skills and experience.

Flexibility in form and content

In order to create a programme tailor made to all training needs and considerate to all levels of statistical knowledge and working experience, it is necessary to provide a wide variety of training activities and measures. The training programme offers courses in Official Statistics, IT applications, Research and Development and Statistical Management, in the form of a core programme which is organised annually at a European level. And while the latter offers its customers the possibility of a long-term planning, there is still the opportunity to organise additional short-term training measures, which are focussed on more specific needs and are organised on request by a country or a group of counties.

A good mixture

In order to support the co-operation within the European Statistical System and promote the transfer of knowledge, it is important that the customers of the programme come from various backgrounds, and learn and train together. To enable and facilitate this, the training programme has an international flavour in composition of the course population and topics to be treated, uses a variety of didactical approaches and reflects a well balanced combination of theory and practice. Workshops and practical applications, which mirror real work situations as much as possible, play an important role in promoting new tools and best practices within the European Statistical Svstem and in facilitating the transfer of knowledge into the daily work of the National Statistical Institutes and the other institutions which operate within the System.

Working together

The commitment of the National Statistical Institutes is vital to the success of the programme. The Eurostat Working Group for the training of European statisticians consists of Eurostat and the National Statistical Institutes of the EU/EFTA Member States and the Candidate Countries. They are largely involved in the development, execution and evaluation of the training programme and are responsible for the macro-didactical planning. It is the aim to link European and national training schemes and to gain synergies. For the investigation of training needs and the monitoring of the development of the training programme, a constant communication and exchange of information between the National Statistical Institutes and Eurostat is needed. A network of training correspondents supports the exchange of experiences, assessments and ideas in relation to the training programme.

Distribution of responsibilities

Eurostat has the general management responsibilities for the training programme. Together with the Working Group and the Statistical Programme Committee, it defines the training policy and the contents of the annual programmes. It also takes care of the investigation of training needs, is responsible for the contracting and organisational framework and co-ordinates all activities, like the publication and dissemination of the annual course programme, the execution of the programme and its evaluation.

Our contractor, the TES Institute, is responsible for the micro-didactical planning and development of each individual course, and an independent body evaluates all courses and the performance of the programme as a whole. The monitoring has mainly the character of a self-assessment as it helps to improve the management of the programme at all levels, to make the programme more relevant to customer needs, and to define the future organisational framework and objectives of training.

Quality indicators

In order to guarantee a high quality European statistical training, it is important to define some quality criteria for the single courses and for the whole programme, and equally important to develop common quality standards which reflect the interests and expectations of all stakeholders in the programme.

Certain didactical and technical aspects play an important role for the

success of training. To deliver courses of high quality is without doubt the centrepiece of our efforts. A set of quality indicators guides our activities in the planning and delivery process.

The quality of the programme depends also on factors, for which indicators are not so easily to obtain. They refer to the general circumstances of the programme, the interest of its financiers as well as to the composition, prerequisites, motivations and interests of its audience. The quality indicators concern therefore the organisational structure and its links to the objectives of the programme, the flexibility of training initiatives and the orientation towards practical use and customer needs as well.

Quality Indicators					
For each individual training For Eurostat and the NSIs For the part measure					
 Technical aspects like quality of the learning environment, IT equipment and the sending out of prior information on time. Timeliness in the preparation of the course programme, documentation and course materials. Quality of the course objectives, its programme and the course materials. Convenient selection of participants and trainers. Didactical approach 	 Training is part of the corporate plan and seen as a contribution to the future development of the ESS. Eurostat units and the NSIs play an active role in the planning process. All actors in the training process support the transfer of knowledge. Open-mindedness for new practices and the search for innovative solutions. The analysis of needs and the definition of objectives are customer-oriented. The programme is well known and broadly appreciated. Constant communication and co-operation between Eurostat and NSIs 	 The training measures are oriented to concrete needs. The interests and expectations of the participants are known and reflected in the planning process. The definition of training needs and targets refers to concrete problems on the scene and the daily work environment of the participants. Convenient selection of participants and trainers for single measures. Positive exchange and cooperation between the participants. 			

ADDITIONAL COURSE DETAILS

Target population

The programme provides tailormade and customer-oriented training. The target population consists of officials and employees within the European Statistical System, mainly from the National Statistical Services of the EU/EFTA Member States and other national administrations concerned with European statistics.

Also other groups may take part in the programme: people working for the National Statistical Services of the Candidate, Medstat, Tacis and West Balkan countries, officials and employees from EU institutions and National Governmental Institutions (both from EU/EFTA Member States and the Candidate Countries), employees from Central banks, journalists and scientists.

Language

All courses in the 2003 Programme are organised in English. Although English is the natural lingua franca for the training programme, it is also possible to organised courses in French or German, or with simultaneous interpretation in all three working languages (French, German, English).

Training sites

In order to share the travel costs fairly among the National Statistical Institutes, the training courses take place in various European countries.

For information on the training programme you may also visit:

- Eurostat's webpage ("General Statistics" section) Internet: <u>http://europa.eu.int/comm/eurostat/</u>
- TES Institute's webpage URL: <u>http://www.tes-institute.lu</u>
- or the library of our CIRCA discussion group: Internet: <u>http://forum.europa.eu.int/Public/irc/dsis/tes/home</u>

REGISTRATION PROCEDURE

If you are interested in one or several courses, please register directly at the TES Institute. At the end of this brochure, you will find an application form, which you should duly complete and return to the TES Institute before the registration deadline mentioned in the course descriptions.

Please note that each course description specifies entry qualifications and target groups. These specifications aim to ensure a homogeneous level of knowledge within the courses and should be respected as they are important for the success of the training process.

Registration, training and cancellation fees

Participants from the National Statistical Institutes in the EU/EFTA Member States need to pay a registration fee of 100€ per course per participant. This fee also applies to other Institutions from EU/EFTA countries which belong to the National Statistical System, and to Central Banks whose registration is validated by the respective NSI. Please note, that in the case of cancellation, the registration fee of $100 \in$ will still be charged to the participants.

For other participants, a training fee equivalent to the total proportional costs of their participation will be required. The training fee for the courses is indicated in the course descriptions (Practical Information). In case of cancellation later than 40 days before the beginning of the course, a cancellation fee equivalent to the 25% of the training fee needs to be paid.

By order of the European Commission, the TES Institute is responsible for the collection of the registration and training fees.

If you have any questions on the registration procedure or need further information on both content and technical organisation of the training courses, please do not hesitate to contact TES Institute.

OVERVIEW OF ALL COURSES

in chronological order

Code	Course Title	Training site & Timing	Course Leader
DAT-102/ 2003	Survey Non Response: Reduction, Weighting and Imputation	Neuchâtel 27-31 January 2003	Peter LYNN
ECO-204/ 2003	European System of Accounts (ESA 95) - Goods and Services	Luxembourg 27-29 January 2003	Paul KONIJN
ECO-101/ 2003	Nomenclatures, Classifications and their Harmonisation	Luxembourg 3-6 February 2003	Niels LANGKJAER
ECO-155/ 2003	Road Freight Transport Statistics	Luxembourg 3-5 March 2003	Howard COLLINGS
OSG-001/2003	The European Statistical System	Luxembourg 12-14 March 2003	Photis NANOPOU- LOS
ASA-201/2003	Seasonal Adjustment Methods	Luxembourg 24-28 March 2003	Agustin MARAVALL
SOC-104/ 2003	Concepts and Measurements of Inequality and Poverty	pts and Measurements of Libourne ality and Poverty 31 March-4 April 2003	
PDS-101/2003	Towards User-Friendly Statistical Reporting	London 31 March-2 April 2003	John WRIGHT
PDS-103/ 2003	Techniques of Electronic Data Dissemination	tronic Data Madrid 7-10 April 2003	
PDS-001/2003	Basic Principles of Publication and Dissemination of Statistical Products	London 7-11 April 2003	Ed SWIRES- HENNESSY
SIS-001/2003	An Overview of Statistical Confidentiality in Official Statistics	Luxembourg 7-9 May 2003	Photis NANOPOU- LOS
ECO-107/ 2003	Theory and Practice of Regional Accounts	Luxembourg 12-14 May 2003	Axel BEHRENS
PDS-105/ 2003	Marketing and Sales of Statistical Products and Services	Copenhagen 12-14 May 2003	Klaus Munch HAAGENSEN
DAT-105/ 2003	Introduction to the Use of Administrative Sources for Statistical Purposes	Helsinki 21-23 May 2003	Steve VALE
MSI-150/ 2003	Quality Management in Statistics	Luxembourg 2-4 June 2003	Mats BERGDAHL
SIS-250/ 2003	Statistical Metadata	Oslo 2-4 June 2003	Ane GRO HUSTOFT
DAT-002/ 2003	Sampling Techniques and Practice	Southampton 16-27 June 2003	Prof. T. M. Fred SMITH
DAT-103/ 2003	New Advanced Technologies for Data Collection	Luxembourg 8-10 September 2003	Uwe KUNZLER

SOC-003/ 2003 Systems of Social Statistics, Social		Heerlen	Pieter
Indicators and Social Reporting		15-24 September 2003	EVERAERS
ECO-103/ 2003	Enterprise Statistics	Barcelona 15-19 September 2003	Ad WILLE- BOORDSE
SOC-102/2003	Labour Cost Statistics	Luxembourg 22-24 September 2003	Steve J. CLARKE
ECO-203/ 2003	European System of Accounts	Luxembourg	Dieter
	(ESA 95) - Financial Accounts	6-8 October 2003	GLATZEL
ECO-001-E/ 2003	3 National Accounts Statistics in	Voorburg	Wim VAN
	Practice	13-24 October 2003	NUNSPEET
ECO-201/ 2003	Environmental Expenditure Statistics and Accounts	Luxembourg 20-23 October 2003	Ulf JOHANSSON
DAT-205/ 2003	Design of Experiments within Surveys	Heerlen 3-5 November 2003	Jan VAN DEN BRAKEL
SIS-201/2003	Introduction to Statistical Disclosure	Voorburg	Peter-Paul
	Control Methods	3-6 November 2003	DE WOLF
SIS-152/2003	New Tools and Methods of Data	Luxembourg	Michel
	Transmission for Statisticians	10-13 November 2003	VLIETINCK
ECO-124/ 2003	Short-Term Indicators	Luxembourg 17-21 November 2003	Cees VAN DEN BOS

OSG	OFFICIAL STATISTICS: GENERAL ISSUES
ECO	OFFICIAL STATISTICS: ECONOMIC STATISTICS
SOC	OFFICIAL STATISTICS: SOCIAL STATISTICS
DAT	DATA COLLECTION AND SURVEY METHODOLOGY
ASA	APPLIED STATISTICAL ANALYSIS
SIS	STATISTICAL INFORMATION SYSTEMS
PDS	PUBLICATION AND DISSEMINATION OF STATISTICS
MSI	MANAGEMENT IN A STATISTICAL INSTITUTE

OSG-001/2003	The European Statistical System	
Course Leader Objective	Photis NANOPOULOS To describe the architecture, the responsibilities, the functioning, the work- ing methods and the decision-making procedures in force within the sta- tistical system of the European Union and the European Economic Area. To present a general view of the legislative and administrative or- ganisation of Eurostat and of the different statistical services in the Member States. To provide information on the statistical programme of the Euro- pean Union and the European Economic Area and on the methods and systems used to disseminate the statistics produced within the scope of this programme.	
Training Methods	Lectures, round table discussions and contact with Eurostat senior officials.	
Target Group	Junior employees of public services or public and private enterpris- es and social partners, having less than 6 years seniority in the ser- vice and interested in European Statistics.	
Entry Qualifications	The course does not require any particular specialisation, since the aim is to give general information on the system, not to concentrate on any particular activities. Sound knowledge of the teaching language is required.	
Expected Output	An understanding of the structure and functions of all the EC insti- tutions, especially Eurostat, and of the statistical system of the Eu- ropean Union, its statistical programmes and ways of gaining ac- cess to the data.	
Contents	The European Statistical System (ESS)	
	■ Some figures; an attempt at quantification ■ National Statistical Insti- tutes: similarities and differences € Subsidiarity within the ESS ■ Eurostat and its role; Eurostat/Commission dialogue ■ Collaboration procedures within the ESS ■ Statistical committees ■ International co-ordination (OECD, IMF, UNO, etc.) ■ Statistical assistance to the transition countries, enlargement and statistics	
	The Statistical Programme of the European Union and the European Economic Area	
	■ Contents of the 1993-1997 and 1998-2002 statistical programmes ■ Annual programmes: decision-making process ■ Implementation methods ■ The role of national statistical systems	
	The Dissemination of Statistics in the European Union and the European Economic Area	
	Dissemination policy Publications and statistical documents Databases	
	Confidentiality and Protection of Privacy	
	■ Development of general problems related to this issue ■ Presen- tation of the administration, legal framework and practical implica- tions of statistical confidentiality	
	The Statistical Programme: Science, Technology & Innovation	

Required Reading	Sound knowledge of the history of institutions in Europe, from European Community to the European Union.	
Suggested Reading	The following texts will be sent to the participants before the start of the course:	
	• The functioning of the European Community and its statistical system	
	The 1993-1997 and 1998-2002 Statistical Programmes	
	 Draft of the European Union's "Statistical Law" 	
Required Preparation	In addition to any course specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by this course.	

Practical Information:						
Timing 12-14 March 2003	Duration 3 days	Training site TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	Language English	Registration until 1ª December 2002		
Training fee	490 €					

ECO-001/2003	National Accounts Statistics in Practice	
Course leader Objective	Wim VAN NUNSPEET To provide the participants with a basic understanding of national accounts as a framework for measuring the economy, with special reference to the ESA/SNA concepts, the data sources and the con- struction of integration framework.	
Training methods	Lectures, exercises, case studies, group discussions.	
Target group	Junior staff of National Accounts Departments and more experi- enced staff of National Statistical Offices not directly involved in na- tional accounts.	
Entry Qualifications	■ University degree in economics ■ At least two years of experience with economic statistics ■ Sound knowledge of the training language (see below).	
Expected output	General understanding of the System of National Accounts and problems in relations between data sources and national accounts.	
Contents	Introduction to National Accounts	
	 National accounts and their relation with economic theory- Review of the main aggregates in the system and their measurement The use of national accounts as a tool for the analysis of the economic process and as a co-ordinating and integrating framework for yearly, quarterly, monthly and regional economic statistics 	
	The System of National Accounts	
	■ Description of transactors and transactions in the economic pro- cess ■ The system of flow accounts, accounting rules, accounting identities and implications for the balancing of the system ■ The special place of the Rest of the World accounts in the system	
	Supply and Use Tables and Input-Output Tables	
	■ Production, production boundary and special problems regarding the measurement of production and of related transactions ■ The system of supply and use tables and the conversion to input-output tables ■ Valuation of economic transactions and constant prices ■ Transition to sector accounts	
	Sector Accounts	
	■ The introduction and definition of the institutional sectors ■ Discussion for each sector of special accounting problems, imputations, attributions and rerouting of transactions in the system and relation to data sources	
	Financial Transactions and Balancing of the System	
	■ The relation between the financial accounts and the other flow accounts in the system ■ The relation between balance sheets, the flow accounts and the accumulation accounts in the system. Discussion of financial transactions ■ Matrix analysis of transactions, the balancing of the whole system	

Extensions of the (Core) National Accounts System

		 Enlarging the system of national accounts, flexibility and obj tives of economic policy Quarterly accounts, regional account An integrated description of the socio-economic system of accou Discussion of a integrated national accounts system include environmental accounts 		
Required reading European System of Accounts, 1995, Chapters		European System of Accounts, 1995, Chapters 1, 2, 8, 9, 10.		
		System of National Accounts, 1993, Chapters I, II, III, XX, ISBN 92-1-161352-3.		
	Suggested reading	European System of Accounts, 1995, Chapters 3, 4, 5, 6, 7, 11.		
		Some papers from Statistics Netherlands on (the compilation of)		
		national accounts which will be sent to the participants in advance of the course.		

Practical Informat	ion:			
Timing 13-24 October 2003	Duration 10 days	Training site Statistics Netherlands Prinses Beatrixlaan 425 2270 AZ Voorburg NETHERLANDS	Language English	Registration until 15 July 2003
Training fee	1360 €			

ECO-101/2003	Nomenclatures, Classifications and their Harmonisation			
Course leader Objective	Niels LANGKJÆR To provide participants with advanced understanding of the underlying principles and the practical use of activity and product classifications.			
Training methods	Lectures, case exercises, round table discussions.			
Target group	Senior staff responsible for development, application and maintenance of economic classifications.			
Entry qualifications	■ University degree or equivalent experience in the area ■ Broad knowledge of classification systems ■ Sound knowledge of the teaching language			
Expected output	Ability to act as centre of knowledge on questions of classifications.			
Contents	1. Methodological Background			
	Classifications, History and Purpose ■ Defining what has to be classified. ■ Types of classifications ■ The co-ordinating role of classifications ■ Requirements by type of classification			
	Classifications in an International Context ■ Purposes, possibilities and limitations of international har- monisation ■ The role of central classifications ■ The mainte- nance of links between classifications			
	 Design of Classification ■ Conceptual classification criteria ■ Demand oriented criteria ■ Criteria of homogeneity and coverage 			
	2. Use of Classifications			
	Activity Classifications ■ Structure, explanatory notes and interpretation of ISIC and NACE			
	Product classifications ■ Structure, explanatory notes and interpretation of HS, CN, CPC, CPA, CPV and Prodcom			
Required preparation	In addition to any course specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by this course.			
Practical Information:				

Timing	Duration	Training site	Language	Registration
3-6 February 2003	4 days	TES Institute 3, rue des Bruyères 274 Howald G.D. LUXEMBOURG	English	until 1⁵ November 2002
Training fee	770 €			

ECO-103/2003	Enterprise Statistics
Course Leader Objective	Ad WILLEBOORDSE To provide a systematic and comprehensive approach towards the framework of coherent business statistics. In more detail:
	■ To explain the core concepts underlying the system, of which sta- tistical units and activity and product classifications are paramount ■ to discuss the subsequent stages in the statistical process, from monitoring of user needs to dissemination policies ■ to highlight some topical issues, like reducing response burden; maintenance of business registers,; sampling small enterprises; integrated output data bases ■ to describe the contents of the principal business statistics (both structural/annual and short term) ■ to discuss ad- vanced methodology, especially with respect to editing, imputation and confidentiality protection ■ to show how co-ordination among business statistics and consistency of data can be obtained.
Training Methods	Lectures, case studies, exercises, group discussions.
Target Group	(Business) survey managers, broadly oriented methodologists, senior staff charged with co-ordination and integration of surveys and data.
Entry Qualifications	■ University degree ■ Experience in compiling of statistics ■ Generalistic and analytic view on the statistical process as a whole ■ Sound knowledge of the teaching language (see below)
Expected Output	■ Broad understanding of business statistics as a system, provid- ing a comprehensive, well balanced and consistent picture of the business world. ■ Basic understanding of a diversity of aspects, like survey (re-)design, editing and imputation methods, response bur- den reduction, questionnaire contents, publication policy, classifica- tion and units concepts, coordination and integration
Contents	■ Institutional, legal and organisational aspects of official statistics ■ The system of Business Statistics: general overview ■ Business survey (re-)design: an ongoing cycle ■ Relevant EU Regulations and recommendations ■ Production Statistics ■ Short-term Indica- tors ■ Other statistics (to be selected by participants) ■ Statistical Units and Classifications (NACE, PRODCOM, CPA); case studies ■ Business Registers (defining target populations, "profiling" large and complex businesses) ■ Dealing (in time series) with changes in populations, statistical units, activity classifications ■ Publication and dissemination policies, confidentiality; on line output data bases; use of Internet ■ Data collection; questionnaires, response burden policies ■ Editing and imputation techniques (exercises) ■ Topics to be selected by participants
Required Reading	Willeboordse, A.J., <i>Handbook on Design and Implementation of Business Surveys</i> , Eurostat, 1998.
Suggested Reading	Course material to be submitted.
Required Preparation	Participants are requested to provide a brief presentation on the or- ganisation of business surveys and business registers in their country.

Practical Information:				
Timing 15-19 September 2003	Duration 5 days	Training site Institut d'Estadistica de Catalunya Via Laietana, 58 08003 Barcelona, Spain	Language English	Registration until 15 June 2003
Training fee	1070 €			

ECO-107/ 2003	Theory and Practice of Regional Accounts
Course Leader	Axel BEHRENS
Objective	To familiarise the participants with the concepts and definitions of regional accounts, the differences to national accounts, the prob- lems of their implementation and possible practical solutions to these problems.
Training Methods	Lectures, exercises, group discussions.
Target Group	Statisticians in charge of and users of regional accounts.
Entry Qualifications	University degree in economics or statistics and sound sknowledge of English is required. Knowledge of regional accounts is necessary and practical experience in regional accounts is strongly recom- mended.
Expected Output	Good understanding of regional accounts for practical application.
Contents	The 1995 edition of the European System of Accounts (ESA) is the first one which includes a separate chapter on regional accounts. The course will present the basic principles of regional accounts as described in 1995 ESA (Chapter 13), as well as recommendations for their practical implementation. In more detail, the course will include:
	■ Principles of regional accounts ■ Methodological particulari- ties of regional accounts like the regional territory, the extraregio territory, the regional classification NUTS, appropriate statistical and institutional units or methods of regionalisation ■ Problems of the regionalisation of Gross Value Added, Gross Domestic Product and Gross Fixed Capital Formation like the residence versus territorial approach, the treatment of ancillary activities or particular rules for certain industries ■ Problems of the regional- isation of household accounts like the residence principle, the creation of notional units of the regionalisation of certain items ■ Problems of the regionalisation of general government accounts like the counterpart criterion, transactions between different parts of the government sector or the regionalisation of certain items
Required Reading	■ European System of Accounts 1995 (ESA95), Chap.13, ISBN 92- 827-7954-8.
	■ Regional Accounts Methods: Gross value-added and gross fixed capital formation by activity, ISBN 92-827-0159-X.
	Regional Accounts Methods: Household Accounts, ISBN 92-827- 8964-0
	■ Regional Accounts Methods: Tables of General Government, ISBN 92-828-8797-9.
Required Preparation	In addition to any course specific requirements, the participants are requested to write a short summary of their own activity in their or- ganisation and of the organisation's practices, problems and expe- riences in the field of the course.

Practical Information	ion:			
Timing 12-14 May 2003	Duration 3 days	Training site TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	Language English	Registration until 1ª February 2003
Training fee	690 €			

ECO-124/2003	Short-Term Indicators
Course Leader Objective	Cees VAN DEN BOS It is essential to analyse Short-Term Indicators (STI) as providers of early signals for changes in the economy. Such feedback will make it possible to design policies that minimise possible negative effects at an early stage.
	In the course, an introduction will be given in the selection, compi- lation, organisation and analysis of STI, covering both theory and practice. The analysis of STI will include the decomposition of the movement of a time-series of an indicator into its main components (trend, business cycle, seasonal and incidental) on the basis of a seasonal adjustment program. The transfer of know-how and docu- mentation during the course helps to provide a basis for the creation and practical use of an effective system of STI.
	The programme aims to cover both essential uses of STI: (i) as early signals for changes in the business cycle and other short-term developments and (ii) as input into the National Accounts and planning process. To accommodate the latter, extrapolation techniques will be discussed together with the projection of a Macro Economic Budget for the current year using STI.
Training Methods	As a computer-assisted training, the course is a combination of lec- tures, case studies, group discussions and computer assisted prac- tical exercising.
Target Group	Staff of statistical offices and other government agencies involved in statistics and economic planning and policy analysis.
Entry Qualifications	■ University degree in statistics, economics of social sciences or functioning at that level ■ Experience in the field of economic statistics ■ Good knowledge of the teaching language (see below)
Expected Output	The building of capacity to start up and/or further develop and im- prove the system of short-term indicators and the capacity to use the STI.
Contents	Short-Term Indicators - General ■ Short-term Indicators versus structural statistics; Users and Uses of STI ■ Characteristics and Selection Criteria (e.g. Timeliness, Ac- curacy, Variability, Continuity, Leading Signals) ■ Separate Indica- tors versus. Integrated Systems ■ Categories of Indicators (Real Sector, Financial Sector, External Sector, Fiscal Sector)
	Short-Term indicators - Specific Indicators ■ Business Tendency Surveys; Producer Price Indices; Production Indices; Foreign Trade Indicators; Leading indicators for early sig- nals about movements in the business cycle
	Time series Decomposition and the Relevance of the Compo- pents
	 Methods for calculating the Trend and Cyclical, Seasonal and Irregular factors: Ratio-to-moving-average and Census X11 for seasonal factors Simple trend-line regression (linear, or other simple specification) versus the Hodrick-Prescott filter (more versatile

specification) for trend estimation ■ Residual derivation of cyclical and irregular factors

Extrapolation Techniques and the Use of Qualitative Expert Judgement

■ Graphical inspection of historical data and choice of relevant historical periods ■ Fully automated econometric projection: Holt-Winters exponential smoothing ■ Separate projection of time series components (e.g. straightforward extrapolation of trend and seasonal factors, mixed with judgmental extrapolation of the business cycle) ■ The need to use complementary qualitative information and expert judgment.

Possibility to construct scenarios based on qualitative/expert assessment on the development of the current business cycle compared to an earlier cycle: alternative assumptions about duration and amplitude of the current cycle.

Tools: The Use of Excel and other Software for Time Series Analysis

■ Time series decomposition; Time series extrapolation ■ Use of graphs for data inspection, verification and presentation of results.

Putting it all together

■ Structural information from the annual National Accounts ■ Timely observation of main indicators via Short-Term Indicators ■ Analysis and extrapolation of individual leading indicators ■ Use of expert judgement and qualitative information ■ A macroeconomic GDP budget extrapolation ■ Checking for imbalances and inconsistencies.

Required Reading	To be announced
Suggested Reading	To be announced
Required Preparation	In addition to any course specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by this course.

Timing 17-21 November 2003	Duration 5 days	Training site TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	Language English	Registration until 15 August 2003
Training fee	1050 €			

ECO-155/ 2003	Road Freight Transport Statistics
Course Leader Objective	Howard COLLINGS To provide a forum for exchange and transfer of experience in the practical implementation of Council Regulation (EC) 1172/98 on statistical returns with respect to the carriage of goods by road and subsequent linked legal acts. Aspects to be covered range from sample surveys over definitions of variables to data transmission, validation and dissemination of the results on European level.
Training Methods	Lectures, group discussions, case studies, country practice.
Target Group	Staff in National Statistical Institutes or CNAs who are newly in- volved in the statistical production process (collection, treatment and transmission to Eurostat) of road freight transport statistics ac- cording to Council Regulation EC 1172/98, i.e. people with some knowledge on the subject rather than complete experts.
Entry Qualifications	■ University degree ■ Statistical background ■ Current or poten- tial involvement in production of road transport statistics ■ Sound knowledge of the teaching language (see below)
Expected Output	An appreciation of the details linked to the implementation of Coun- cil Regulation 1172/98, as well as an awareness of the main issues and problems usually encountered. Information on how road freight transport statistics is collected and used and how related problems are solved in other countries.
Contents	■ General introduction to Council Regulation EC (1172/98) and the subsequent legal acts (Commitology) ■ Recommendations for data collection (e.g. sampling surveys on the transport of goods by road) ■ Common problems in the definition of variables and explanatory notes ■ Details of data transmission ■ Data validation ■ Data dissemination and the treatment of confidentiality ■ Frequently asked questions ■ Best practices in Member States ■ Methodologies used in Member States ■ Quality valuation of the data collected - Precision calculation
Required Reading	 Reference Manual for the implementation of Council Regulation 1172/98 on statistics on the carriage of goods.
	2. Commission Regulations 1172/98, 2691/1999 and 2163/2001:
	■ Council Regulation (EC) No 1172/98 of 25 May 1998 on sta- tistical returns in respect of the carriage of goods by road, OJ L 163, 6.6.1998, p. 1.
	■ Commission Regulation (EC) No 2691/1999 of 17 December 1999 on rules for implementing Council Regulation (EC) No 1172/98 on statistical returns in respect of the carriage of goods by road,OJ L 326,18.12.1999, p.39.
	Commission Regulation (EC) No 2163/2001 of 7 November concerning the technical arrangements for data transmission for statistics on the carriage of goods by road, OJ L 291, 8.11.2001, p. 13.
Suggested Reading	Selected meeting documents.

Required Preparation In addition to any course-specific requirements, the participants are requested to write a short summary of their own activity at their organisation and of the organisation's practices, problems and experiences in the field covered by the course.

Practical Informat	ion:			
Timing 3-5 March 2003	Duration 3 days	Training site TES Institute	Language English	Registration until 1≝December
		1274 Howald G.D. LUXEMBOURG		2002
Training fee	920 €			

ECO-201/2003	Environmental Expenditure Statistics and Accounts
Course Leader Objective	Ulf JOHANSSON To make participants familiar with the sources and methods for compiling data on environmental expenditure and for integrating these into the Joint OECD/Eurostat Questionnaire framework and in satellite accounting (SERIEE, SEEA), as well as with the pre- sentation and uses of the results.
Training Methods	Lectures on concepts and methods used in statistics and in ac- counting, presentation of experience in countries, practical exam- ples and accounting exercises in small groups.
Target Group	Environmental statisticians and environmental accountants, as well as national accountants interested in environmental satellite ac- counts.
Entry Qualifications	 University degree Basic knowledge of statistics and economics Sound understanding of the teaching language (see below)
Expected Output	Understanding of the concepts and definitions of expenditure statis- tics and accounts; Skills in practical data compilation, data interpre- tation and integration and presentation of results; Ability to con- struct expenditure accounts, integrate these with the statistical system and conduct and guide data collection.
Contents	Introduction ■ Physical and monetary environmental accounting, the new world- wide SEEA ■ Environmental expenditure statistics (overview data sources and methodology) ■ Use of results (user needs, illustration of recent use)
	Frameworks and Classifications ■ Classifications (CEPA, COFOG, COICOP etc. ■ Joint OECD/Eu- rostat Questionnaire (JQ) € Expenditure accounts (EPEA)
	Business Sector ■ Basic concepts and definitions ■ The Regulation on Structural Business Statistics ■ Compilation of primary data (survey method- ology) ■ ccounting of results (JQ and EPEA) ■ Presentation of country experience
	Government and Specialised Producers ■ Basic concepts and definitions ■ Compilation of primary data (national accounts, surveys, budget analysis, NACE 90 data etc) ■ Accounting of results (JQ and EPEA) ■ Presentation of country ex- perience
	Households and Other ■ Basic concepts and definitions ■ Compilation of primary data (national accounts, household budget surveys, estimations etc) ■ Accounting of results (JQ and EPEA)
	Total Economy ■ Integrating and balancing data across sectors and from different primary sources ■ Estimation of missing data ■ Accounting of re- sults (complete JQ and EPEA full set of accounts) ■ Presentation and interpretation of results

	Extensions Environmental taxes, Resource Use and Management, Environ- mental industry and employment Linking expenditure to physical data, integration into a NAMEA, Input-Output analysis
Required Reading	The Joint OECD/Eurostat Questionnaire
	'Eurostat Industry data collection' handbook
	'Expenditure' chapter of the new SEEA 2000
	Eurostat 2000 SERIEE compilation guide, Chapters 3 and 4
Suggested Reading	Eurostat 2000 SERIEE compilation guide, Chapter 5
	SERIEE 1994 Version, Chapter II and annexes to Chapter II
	European System of Accounts ESA 1995, Chapters II to IV
Required Preparation	In addition to any course specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by the course.

Practical Informa	tion:			
Timing 20-23 October 2003	Duration 4 days	Training site TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	Language English	Registration until 15 July 2003
Training fee	770 €			

ECO-203/ 2003	The European System of Accounts (ESA-95)-Financial Accounts		
Course Leader Objective	Dieter GLATZEL The course supplements the foundational course ECO-001: Na- tional Accounts Statistics in Practice and provides the partici- pants with a thorough knowledge of the financial accounts of the ESA95 system. It explains the links between financial accounts and non-financial accounts and demonstrates the practical use of the fi- nancial accounts for economic purposes.		
Training Methods	Lectures, exercises, case studies, country practice.		
Target Group	Statisticians from National Statistical Offices or Central Banks.		
Entry Qualifications	■ University degree ■ Good practical knowledge of national accounts statistics including a thorough understanding of the concepts at the level of course ECO-001 ■ Sound knowledge of the teaching language (see below).		
Expected Output	Good understanding of the accounting framework of financial accounts.		
Contents	The Council Regulation introducing ESA95 obliges Member States to compile national accounts (including financial accounts) in ac- cordance with ESA95 by 1999. The need for sound comparable fi- nancial accounts data is even more pressing as an essential tool for analysis and monitoring of EMU. The course will include:		
	■ Overview of accounting structure, integrated flow of funds and bal- ance sheet rules on recording, etc., relationship between financial and non-financial transactions ■ Definition of institutional sectors, general rules and practical examples ■ Definition of categories for assets and liabilities treatment of difficult borderline cases ■ Source of data, prob- lems encountered and methods adopted in Member States ■ Use of financial accounts in the context of the convergence criteria ■ Func- tional classifications ■ Comparison with 1979 ESA		
Required Reading	<i>European System of Accounts (ESA)</i> , 3rd edition 1995, chapters 2,5,6,7 and 8.		
Suggested Reading	System of National Accounts (SNA), 1993, (UNO - IMF - OECD - Eurostat - World Bank).		
Required Preparation	In addition to any course-specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by the course.		
Practical Information:			
Timing D 6-8 October 2003	Training site Language Registration 3 days TES Institute English until 3, rue des Bruyères 1274 Howald 1st July 2003 G.D. LUXEMBOURG 600.6 150.6		
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ECO-204/ 2003	The European System of Accounts (ESA 95)- Goods & Services		
Course Leader Objective	Paul KONIJN The course provides the participants with a thorough knowledge of the concepts and definitions employed in those parts of the Euro- pean System of Accounts 1995 (ESA95) that deal with goods and services, in relation to the national systems. The operational as- pects of the collection of harmonised national accounts data by Eu- rostat are also addressed.		
Training Methods	Lectures, exercises and group discussions.		
Target Group	Statisticians from National Accounts Departments of National Statistical Institutes.		
Entry Qualifications	■ University degree ■ At least two years of practical experience in compiling or using national accounts ■ Sound knowledge of the teaching language (see below)		
Expected Output	Good understanding of structures, concepts and definitions of those parts of ESA95 that deal with goods and services.		
Contents	General Features of The ESA ■ Time of recording ■ Production boundary ■ Valuation ■ Units and classifications.		
	Transactions in Products ■ Output ■ Intermediate consumption ■ Final consumption ■ Gross capital formation ■ Imports and exports.		
	Supply, Use and Input-Output Tables		
	Price and Volume Measures		
	Various other topicsto be dealt with briefly: ■ Compensation of employees ■ Taxes and subsidies on produc- tion and imports ■ Consumption of fixed capital ■ Population and labour inputs		
Required Reading	Various other topicsto be dealt with briefly: ■ Compensation of employees ■ Taxes and subsidies on production and imports ■ Consumption of fixed capital ■ Population and labour inputs European System of Accounts (ESA), 3rd edition 1995, chapters 1,2,3,4,9,10,11.		
Required Reading Suggested Reading	 Various other topicsto be dealt with briefly: Compensation of employees ■ Taxes and subsidies on production and imports ■ Consumption of fixed capital ■ Population and labour inputs European System of Accounts (ESA), 3rd edition 1995,chapters 1,2,3,4,9,10,11. System of National Accounts (SNA), 1993 (UNO - IMF - OECD - Eurostat - World Bank), chapters 3, 5, 6, 15 and 16. 		
Required Reading Suggested Reading Required Preparation	Various other topicsto be dealt with briefly: ■ Compensation of employees ■ Taxes and subsidies on produc- tion and imports ■ Consumption of fixed capital ■ Population and labour inputs European System of Accounts (ESA), 3rd edition 1995,chapters 1,2,3,4,9,10,11. System of National Accounts (SNA), 1993 (UNO - IMF - OECD - Eurostat - World Bank), chapters 3, 5, 6, 15 and 16. In addition to any course-specific requirements, the participants are requested to write a short summary both of their own activity at their organisation and of the organisation's practices, problems and ex- periences in the field of the course.		
Required Reading Suggested Reading Required Preparation Practical Information:	Various other topicsto be dealt with briefly: ■ Compensation of employees ■ Taxes and subsidies on production and imports ■ Consumption of fixed capital ■ Population and labour inputs European System of Accounts (ESA), 3rd edition 1995,chapters 1,2,3,4,9,10,11. System of National Accounts (SNA), 1993 (UNO - IMF - OECD - Eurostat - World Bank), chapters 3, 5, 6, 15 and 16. In addition to any course-specific requirements, the participants are requested to write a short summary both of their own activity at their organisation and of the organisation's practices, problems and experiences in the field of the course.		
Required Reading Suggested Reading Required Preparation Practical Information: Timing D 27-29 January 2003	Various other topicsto be dealt with briefly: ■ Compensation of employees ■ Taxes and subsidies on production and imports ■ Consumption of fixed capital ■ Population and labour inputs European System of Accounts (ESA), 3rd edition 1995, chapters 1,2,3,4,9,10,11. System of National Accounts (SNA), 1993 (UNO - IMF - OECD - Eurostat - World Bank), chapters 3, 5, 6, 15 and 16. In addition to any course-specific requirements, the participants are requested to write a short summary both of their own activity at their organisation and of the organisation's practices, problems and experiences in the field of the course. Puration Training site Language Registration until 15 November 1274 Howald G.D. LUXEMBOURG		
Required Reading Suggested Reading Required Preparation Practical Information: Timing D 27-29 January 2003 Training fee	Various other topicsto be dealt with briefly: ■ Compensation of employees Taxes and subsidies on production and imports ■ Consumption of fixed capital ■ Population and labour inputs European System of Accounts (ESA), 3rd edition 1995, chapters 1,2,3,4,9,10,11. System of National Accounts (SNA), 1993 (UNO - IMF - OECD - Eurostat - World Bank), chapters 3, 5, 6, 15 and 16. In addition to any course-specific requirements, the participants are requested to write a short summary both of their own activity at their organisation and of the organisation's practices, problems and experiences in the field of the course. Puration Training site Language Registration until 15 November 1274 Howald G.D. LUXEMBOURG 690 € €		

SOC-003/ 2003	Systems of Social Statistics, Social Indicators and Social Reporting
Course Leader	Pieter EVERAERS
Objective	This course combines two elements:
	systems of social statistics, based on harmonisation and inte- gration of sources for statistical information and theoretical and prac- tical knowledge on indicators, their background and policy-use, and
	information on indicators e.g. social reporting.
	Participants will be provided with a sound theoretical and method- ological base for preparing statistical information via methods relat- ed to harmonisation and integration, on a macro, meso (accounting) and micro level (input harmonisation, use of register data) for the extraction of policy related social indicators. Participants are pre- sented with a range of statistical methods and the theories behind integration, for combining information from different sources with the purpose to create datasets for extracting consistent indicators. Several domains of social statistics are involved, as the course in it- self tries to give an overview of all the domains of social statistics and of the relations with economic statistics. Moreover, participants will get an insight into the theory behind 'social indicators' as a tool for (international) comparative social analysis, social and economic policy, as well as the practice in use.
Training Methods	Plenary sessions, discussions, working groups, presentations by the participants, exercises.
Target Group	■ Statisticians working (or starting to work) in one of the domains of social statistics ■ Middle management with a task to prepare or implement harmonisation and integration, work on the crossroads of statistical domains or prepare output/publications covering several data sources and/or statistical domains (social reports).
	The part on systems of social statistics is clearly more method- ological, but uses some domains (e.g. labour, income etc.) as ex- amples for the presented techniques. The part on indicators is more policy oriented but uses also specific fields as examples. The course is considered to give a base for more advanced domain and method specific courses.
Entry Qualifications	■ Academic or comparable level ■ At least three years of experience in statistical work ■ Sound knowledge of the teaching language (see below)
Expected Output	Participants will gain direct usable knowledge on the interdepen- dency between themes in social statistics, methods and levels of harmonisation and integration of data from different sources, insight and experience in working with systems/models of social statistics and the availability and characteristics of European 'comparable' data sources for social statistics.
	Moreover, participants are also expected to gain a sound knowl- edge of the theories behind the construction of indicators; to be able to distinguish between the main 'schools' in social indicators; to

	have a detailed knowledge of the construction of social indicators and to understand which data sources are needed, which are avail- able and how to use indicators in social reporting and social policy.
Contents	The course presents the spectrum of harmonisation and integra- tion issues, as well as all the issues related to (social) indicators, so- cial reporting and the policy use of indicators.
	■ The concepts and theory behind and the methodology used, start- ing from the linking of characteristics of individual elements to the techniques used in accounting systems, are presented and exercised.
	Strategic as well as methodological pitfalls are discussed.
	■ Relations between the different social themes in statistics, European data sources, policy use, and experiences in NSIs with the systems/models of social statistics are presented.
	■ The harmonisation and integration issue is positioned in the wider context of a system of social statistics in which a set of (key) indicators, based on the harmonised sources, are considered as an important instrument to monitor convergence in the social and economic situation in Europe.
	■ Through the presentation of the role of existing social and eco- nomic indicators in the systems of statistics, participants will under- stand the rationale behind the selection of variables as indicators. The theoretical, practical and historical context for the construction of a set of social indicators will be discussed on the basis of these rationales.
	■ The whole range of activities involved in the statistical process from data sets to social indicators and social report will be discussed:
	 <u>input</u>: The main data sources, their characteristics, as well as the most important developments in generating data sets, Euro- pean as well as national
	 throughput: Combining data, Accounting, macro linkage, select- ing variables and calculating indicators, Imputation, weighting correcting on table level, information on new challenging tech- niques for organising and structuring data sets like data ware- houses.
	 <u>output</u>: The European developments on indicators, the organi- sation of the work to be done for a social report and the actual work in writing the report. Examples from European and nation- al social reports.
Required Reading	Netherlands Official Statistics, Vol. 15 (Summer 2000), Special Issue on 'Integrating Administrative Registers and Household Surveys'
	URL: <u>http://www.cbs.nl/en/publications/articles/general/a-125/2000/nos-00-2.pdf</u>
Suggested Reading	Will be send as part of the course material.

Required Preparation Reading of about 110 pages of separate articles required. Extra reading of about 100 pages of separate articles suggested. Description of main characteristics of own national statistical systems to be brought to the course.

Practical Informati	on:			
Timing 15-24 September 2003	Duration 8 days	Training site Statistics Netherlands Kloosterweg 1 6412 CN Heerlen NETHERLANDS	Language English	Registration until 15 June 2003
Training fee	1420 €			

SOC-102/2003	Labour Cost Statistics
Course Leader	Steve J. CLARKE
Objective	To inform participants about the methodology for collecting data on labour costs in the EU. This is an introductory level course which aims to give participants an understanding of the basic concepts and definitions involved and how the data influences EU policies.
Training Methods	Lectures, exercises, discussion panels and selected reading.
Target Group	Economists and statisticians from EU, EFTA and PHARE countries who have recently started to work in the area of labour cost statistics.
Entry Qualifications	■ University degree with major in Economics or Statistics ■ Practical experience in the fields of economics or statistics ■ Sound knowledge of the teaching language
Expected Output	Participants will know how $$ EU labour cost statistics are constructed and how to interpret the results.
Contents	Labour costs - concepts and definitions
	The four-yearly EU-wide Labour Cost Survey
	Quarterly Labour Cost Index
	Using labour cost data
	The course will cover the methodology for collecting and process- ing the data to produce EU estimates, emphasizing the underlying principles and assumptions involved. There will also be a discussion on the practical difficulties with collecting data on labour costs and how these are addressed in different countries.
Suggested Reading	■ Macmillan, <i>Index Numbers in Theory and Practice</i> , London, 1975, ISBN 0-333-16916-6.
	■ The Future of European Wage and Labour Cost Statistics, Eurostat 1992, ISBN 92-826-3450-7.
	■ Workshop on the role of labour cost information in short-term analysis in the context of Monetary Union, Eurostat 1999, ISBN 92-828-8448-1.
Required Preparation	The participants are requested to write a short summary of their own activity at their organisation and of the organisation's practices, problems and experiences in the collection and interpretation of data on labour costs or labour prices.

Timing	Duration	Training site	Language	Registration
22-24 September 2003	3 days	TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	English	until 15 June 2003
Training fee	690 €			

SOC-104/ 2003	Concepts and Measurements of Inequality and Poverty	
Course Leader	Pilar MARTÍN-GUZMÁN	
Objective	To provide the participants with a basic understanding of the con- cepts of poverty and inequality and the instruments most frequent- ly used in detecting and measuring them. The course will be fo- cused on monetary variables.	
Training Methods	Lectures, practical work on PCs with real data, case studies and group discussions.	
Target Group	Staff interested in poverty and inequality, or general social statistics.	
Entry Qualifications	■ University degree ■ Basic knowledge of statistics ■ Familiarity with microcomputers ■ Sound knowledge of the teaching language (see below)	
Expected Output	The ability to select, construct and interpret measures of poverty and inequality.	
Contents	The measurement of poverty and inequality with an emphasis on the use and limitations of the statistical information available.	
	General Introduction	
	■ Basic concepts of inequality and poverty. Statistical information available for measuring them. ■ Variables to be used: monetary ver- sus non-monetary ■ Equivalence scales ■ The use of microdata ■ Problems with grouped data ■ Introduction to the measurement of poverty with physical indicators	
	Inequality and Poverty Indices	
	■ The measurement of inequality ■ The Lorenz curve ■ Desirable properties of an index. Inequality indices based on statistical pa- rameters ■ The Gini index ■ Theil and Atkinson families of indices: relation with the Lorenz curve ■ Additive decomposability ■ Pover- ty indices: Hagenaars, Forster, Green and Thorbecke	
	Income Distributions ■ Adjustment of a theoretical distribution of income to a sample of Pareto income distribution data ■ Lognormal, Gamma and Beta distributions ■ The Singh-Maddala distribution	
	Poverty Lines ■ The definition of a poverty line ■ Absolute and relative poverty lines ■ Objective and subjective information ■ Subjective poverty lines; Kapteyn, Leyden, Deleeck ■ The choice of a poverty line	
Required Reading	■ Hagenaars, A.J.M. and Van Praag, B.M.S., <i>"A Synthesis of Pover-</i> <i>ty Line Definitions"</i> , Review of Income and Wealth, 1985, Vol. 31, pp. 139-153.	
	■ Martín-Guzmán, P., Teekens, R., and Whelan, B., <i>Course Notes for TES Course ESO-C-02-E</i> , Training of European Statisticians, Luxembourg, 1995.	
Suggested Reading	Atkinson, A.B., <i>The Economics of Inequality,</i> Oxford University Press,Oxford, 1975.	

Kakwani, N.C., Income Inequality and Poverty: Methods of Estimation and Policy Applications, Oxford University Press, Oxford, 1980.

Required Preparation It would be interesting to know how familiar the participants are with the statistical information existing in their countries on income, expenditure and wealth.

The participants are requested to make a short presentation on the Household Budget Survey in their own country.

Timing 31 March-4 April 2003	Duration 5 days	Training site INSEE - CEFIL Libourne 3, rue de la Cité F-33500 Libourne FRANCE	Language English	Registration until 15 th December 2002
Training fee	1190 €			

DAT-002/ 2003	Sampling Techniques and Practice	
Course Leader Objective	Prof. T. M. Fred SMITH This is the foundation course in sample survey theory and practice. The course presents the major elements of sampling theory with a focus on applications relevant for statisticians of National Statistical Institutes. Case studies of EC surveys are presented by the partic- ipants.	
Training Methods	Lectures, workshops, tutorials and presentations of case studies.	
Target Group	Young (or early in career) statisticians responsible for survey or statistical operations methodology.	
Entry Qualifications	 University degree with a solid knowledge of mathematical statistics (probability, sampling distribution, estimation, hypothesis tests) Sound knowledge of the teaching language (see below). 	
Expected Output	 Enhancement of skills and knowledge related to the theory and practice of survey sampling Awareness of new ideas and developments At the end of the course the participants should be able to:Understand the mathematical-statistical basics of sampling methods; Evaluate the advantages and limits of using sampling methods; Adequately choose and apply sampling methods; correctly interpret sampling results. 	
Contents	The ideas of statistics are embedded within a mathematical frame- work. Participants will be taught the basics of this framework so that they will understand better the theoretical results and their implica- tions for survey practice.	
	General Principles ■ Census, surveys, representative samples ■ Frames ■ Stages of a survey ■ Sampling plan ■ Types of errors	
	Simple Random Sampling ■ Sampling distribution ■ Estimation methods, unbiasedness, variance	
	Systematic Random Sampling ■ Comparison with simple random sampling ■ Intra-class correlation and design effect	
	Unequal Probability Sampling ■ The Horvitz-Thompson estimator, properties, algorithms	
	Stratified Random Sampling ■ Estimators and properties ■ Choice of stratification features, determination of the number of strata	
	Cluster and Multi-Stage Random Sampling ■ Comparisons with other types of sampling ■ Estimators and their properties ■ Design effects	
	Variance Estimation Approximation methods Software	
	Improving Estimators ■ Ratio and regression estimators ■ Post- stratification ■ Linearisation	
	Special Topics ■ An overview of areas such as non-response and measurement errors, repeated and panel surveys, domains of study	

	Case Studies ■ Analysis of specific situations, if possible using material proposed by the participants
Required Reading	Cochran, W. G., Sampling Techniques, John Wiley and Sons, 3rd edition, 1977, ISBN 001.4'222 77-728
Suggested Reading	Stuart A., <i>The Ideas of Sampling</i> , Charles Griffin and Co. (the whole book), ISBN 0 85264 274-1.
	Barnett, V., Sample Survey Principles and Methods, Edward Arnold, London, 1991 (especially Chap. 1-3), ISBN 0 340-54553-4.
	■ Hansen, Hurwitz and Madow, Sample Survey Methods and Theory, Vol. 1, John Wiley, 1953 (especially Chap. 1, 2, 13.1 to 13.5), ISBN 0 471 30967-2.
	■ Kish, L., <i>Survey Sampling</i> , John Wiley, 1965 (especially Chapters 1, 2, 13), ISBN 0-471-10949-5.
Required Preparation	In addition to any course specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by this course.

Practical Information	on:			
Timing 16-27 June 2003	Duration 10 days	Training site University of Southampton, Above Bar Street SO17 1 BJ, Southampton UNITED KINGDOM	Language English	Registration until 15 March 2003
Training fee	1630 €			

DAT-102/ 2003	Survey Non-Response: Reduction, Weighting and Imputation		
Course Leader	Peter LYNN		
Objective	Training participants in standard procedures for reducing survey non response at the data collection stage and for adjusting for it at the analysis stage. Participants will also be informed about recent research in the field of non response.		
Training Methods	Lectures, exercises and group discussions.		
Target Group	Statisticians and survey managers responsible for data collection.		
Entry Qualifications	■ University degree with basic knowledge of survey methodology, including sampling theory and elementary statistics ■ Sound knowledge of the teaching language (see below).		
Expected Output	Participants should be able to identify and implement appropriate methods to improve response rates; to use various methods to as- sess non-response bias; critically to assess the need for adjustment procedures; and to implement those adjustment procedures (weighting and imputation methods), if necessary.		
Contents	Introduction Definitions Why non response is a problem Two main solutions, reduction and adjustment Factors affecting non response Non response versus other survey error sources Calculation and presentation of response rates		
	Reducing Non Response Rates ■ Preparatory operations (pilot studies, survey topic, instrument, advance letter, survey climate) ■ Data Collection strategies (mode, call backs, interviewers, Dillman's Tailored Design Method (TDM), combinations of modes) ■ Special methods (incentives, confiden- tiality, proxy, new technology)		
	Adjustment Methods ■ Overview ■ Characteristics of non respondents ■ Adjustment by weighting (Population-based, sample-based, model-based) ■ Estima- tion ■ Imputation (deterministic, hot-deck, cold-deck, distance func- tion matching, mean-value, regression, exact match, model-based)		
	Summary ■ Effects of non response ■ How to choose and implement a com- bination of methods		
Required Reading	Groves, R.M., Dillman, D.A., Eltinge, J.L. and Little, R.J.A., <i>Survey Nonresponse</i> , John Wiley (2002), chapter 1, ISBN 0-471-39627-3		
Suggested Reading	Groves, R.M. and Couper, M.P., Nonresponse in Household In- terview Surveys, Wiley (1998).		
	Dillman, D.A., <i>Mail and Internet Surveys: The Tailored Design Method</i> , Wiley (2000), chapters 1,2,5, 8.		
	Groves, R.M., Singer, E., and Corning, A., <i>Leverage-saliency the-</i> <i>ory of survey participation</i> , Public Opinion Quarterly 64: 299-308 (2000).		

Required Preparation Participants are requested to write a short summary both of their own activity at their organisation and of the organisation's practices, problems and experiences in the field of survey non-response. Participants are also requested to prepare a 10-minute presentation on these topics.

Practical Informatio	n:			
Timing 27-31 January 2003	Duration 5 days	Training site OFS Espace de l'Europe 1	Language English	Registration until 1≋ December
		Ch-2010 Neuchâtel SWITZERLAND		2002
Training fee	1070 €			

DAT-103/ 2003	New Advanced Technologies for Data Collection		
Course Leader	Uwe KUNZLER		
Objective	To present and discuss the latest developments in electronic data collection.		
	Keywords: electronic questionnaires, Web forms, standards, XML		
Training Methods	Lectures, case studies, group discussions.		
Target Group	Statisticians and computer specialists interested in electronic data collection.		
Entry Qualifications	■ University degree or equivalent experience in this area ■ Sound knowledge of the teaching language (see below).		
Expected Output	Participants will know the newest technologies, tools and standards in use for electronic data collection.		
Contents	 Basics: from PAPI to CAWI – technologies and tools. Standards: EDI and metadata – from EDIFACT to XML. Projects and applications: concrete examples at national and European level. 		
Required Reading	To be announced		
Suggested Reading	To be announced		
Required Preparation	In addition to any course-specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by the course.		

Practical Informat	ion:			
Timing 8-10 September 2003	Duration 3 days	Training site TES Institute, rue des Bruyères 1274 Howald	Language English	Registration until 1 st June 2003
Training fee	750 €	G.D. LUXEMBOURG		

DAT-105/ 2003	Introduction to the Use of Administrative Sources for Statistical Purposes
Course Leader	Steve VALE
Objective	To raise awareness of the possibilities and problems involved in the use of administrative sources for statistical purposes and to help to spread information about national practices and experiences.
Training Methods	Lectures with PowerPoint presentations, slides and handouts, group discussions and syndicate exercises.
Target Group	Middle / Senior level staff in National Statistical Institutions who are starting to use, or are considering using, administrative sources in the statistical production process, i.e. people with some knowledge on the subject rather than complete experts.
Entry Qualifications	 Strong statistical background and experience in official statistics Sound knowledge of the teaching language (see below)
Expected Output	An appreciation of the possibilities offered by the use of administra- tive sources for statistical purposes, as well as an awareness of the main issues and problems usually encountered. Information on how administrative sources are used and how related problems are solved in other countries.
Contents	■ General introduction, what are administrative sources and why should we use them ■ Quality issues and measurement ■ How to get access to administrative sources - the legal and administrative frameworks including co-operation between administrative and statistical agencies ■ Common problems – units, definitions, classifications, timeliness etc. ■ Matching records from different sources - with and without common identifiers ■ Use of administrative data as a source for statistical registers and satellite registers ■ Use of administrative sources alongside traditional surveys ■ Replacing traditional surveys with systems of linked registers - example of register based population census ■ Linking different sources to produce new or more coherent statistics - example of linked employer-employee data ■ Eurostat work concerning the use of administrative sources
Suggested Reading	List of references and further reading available upon request.
Required Preparation	The participants are requested to prepare a short summary of their own activity at their organisation, as well as notes on their organi- sation's practices, problems and experiences relating to the use of administrative sources.

Pract	tical	Info	rmati	ion:

Timing	Duration	Training site	Language	Registration
21 - 23 May 2003	3 days	Statistics Finland Työâjakatu 13 FIN – 00022 Helsinki FINLAND	English	until 15 February 2003
Training fee	820 €			

DAT-205/ 2003	Design of Experiments within Surveys		
Course Leader Objective	Jan VAN DEN BRAKEL. The course presents the major theoretical concepts behind experi- mentation as well as the direct application of the results of an ex- periment in terms of concrete management decisions relevant for statisticians of National Statistical Institutes.		
Training Methods	Lectures, workshops and presentations of case studies.		
Target Group	Statisticians responsible for survey design or statistical operations methodology.		
Entry Qualifications	■ University degree with knowledge of mathematical statistics (sampling methods, classical statistical inference, variance estima- tion, hypothesis tests) ■ Knowledge of sampling theory on the lev- el Särndal et al. (1992) Model Assited Survey Sampling ■ Sound knowledge of the teaching language (see below)		
Expected Output	Better understanding of the principles of experimental design as well as practical applications.		
	 At the end of the course the participants should be able to: 1. Understand the mathematical-statistical basics of experimentation 2. Evaluate the advantages and limits of using such methods 3. Identify points to consider during planning, conduct, analysis, reporting and follow-up of an experiment, including adequate choice and application of the experimental design correct interpretation of experimental results implementation of the results into concrete decisions. 		
Contents	The design of experiment is part of a whole mathematical frame- work. Therefore participants will be taught the main concepts of this framework in view of better understanding the theoretical results and their concrete implications for survey practice.		
	Review of definitions and basic concepts for experimental design Notions of experiment and experimental population		
	 Points to consider during planning and design of an experiment Clear identification of the objectives Experiment plan Selection of sampling units (individuals, households, enterprises) Selection of experimental factors (treatments) Selection of efficacy variables (survey variables or other) Major principles for a good experiment design: Replication (repetition of the same combination of factors in more than one experimental unit) Randomisation (allocation of treatments to particular units) Blocking (control of the variability between sets of units) Factorial designs Insight in the parallels between the theory of randomised experi- ments and random survey sampling and the application of this by designing experiments within surveys. 		

	 Points to consider regarding the conduct of an experiment Practical implementation of treatments Practical implementation of randomisation Blinding Data collection procedures Division of roles and responsibilities Points to consider regarding the analysis of an experiment Statistical inference for experiments: ANOVA method, key assumptions Design-based methods for the analyses of experiments in sample surveys Practical aspects: Construction of analysis database Plan for analysis and presentation of results Experiment report Implementation of experiment results
	new working methods (taking key factors for analysis, timing, spa- tial scale, quality and cost effectiveness into account)?
	Case studies Analysis of specific situations, if possible using material proposed by the participants.
Required Reading	Robinson, G.K., <i>Practical strategies for experimenting</i> , chapter 1, ISBN 0-471-49055-5.
	■ Montgomery, D.C., <i>Design and Analysis of Experiments</i> , chapters 1-4, 5th edition, ISBN 0-471-31649-0.
	For participants who are not familiar with sampling theory :
	Särndal et al., <i>Model Assisted Survey Sampling</i> , (1992), chapters 1-6, ISBN 0-387-97528-4.
Suggested Reading	■ Robinson, G.K., <i>Practical strategies for experimenting,</i> chapters 2-6 and 8-9.
Required Preparation	In addition to any course specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by the course.
	Participants could be invited to present case studies related to experience within their offices.

Timing	Duration	Training site	Language	Registration
3-5 November 2003	3 days	Statistics Netherlands Kloosterweg 1 6401 CZ Heerlen THE NETHERLANDS	English	until 1" August 2003
Training fee	880€			

ASA-201/2003	Seasonal Adjustment Methods
Course leader Objective	Agustín MARAVALL To provide the participants with an understanding of the concepts of seasonality, trend, cycle and irregular component, and of the major elements of seasonal adjustment and related time series issues (such as outlier correction and forecasting). To train them in the use of some of the most powerful methods avail- able.
Training methods	Lectures, tutorials, discussion of some case studies, supervised PC lab sessions where the participants are required to bring their own series.
Target group	Specialists and users of seasonal adjustment methods and analysts involved in quantitative short-term economic analysis.
Entry qualifications	■ University degree with at least one course in statistics and at least a course in Statistics at the intermediate level ■ Some experience with applied time series analysis ■ Sound knowledge of the teach- ing language (see below)
Expected output	Participants should be able to apply and exploit the methodology and the programs X12ARIMA, TRAMO and SEATS, both for careful treatment of important series and for routine use in large data bases. They should acquire a basic understanding of the methodol- ogy, which will facilitate future "learning by doing".
Contents	Introduction The problems of interest. The need for preadjustment. Seasonal Ad- justment and filters. Ad-hoc filters.
	Brief Review Of Time Series Analysis Linear stochastic processes Nonstationarity and Unit Roots Auto- correlation function and Spectrum ARIMA Models. Identification. Estimation. Diagnosis. Seasonality and the "Airline Model"
	 Program TRAMO ("Time series Regression with ARIMA noise, Missing observations and Outliers") Forecasting, Missing values and interpolation. Outlier detection and correction. Special effects (Trading Day, Easter, holidays). Intervention variables. Regression variables. Automatic procedures. Program SEATS ("Signal Extraction in ARIMA Time Series") Decomposition of ARIMA models. Seasonally Adjusted series, trend, seasonal, cyclical and irregular components, deterministic components. Signal-extraction and Minimum Mean Square Error estimation filter. Component Estimator and Forecast. Diagnosis. Preliminary Estimator and Revisions. Estimation Error and Inference.

Some special features of TRAMO and SEATS. Automatic use. Large scale use vs. Careful use.

Overview of X-12-ARIMA

The basic seasonal adjustment algorithm. Differences from TRAMO/SEATS.

Input Specifications of X-12-ARIMA

Regression, outlier, forecast and ARIMA specifications, other modelling specifications, composite specifications.

Some Details of the X-11 Algorithms

Special Diagnostics for Seasonal Adjustment and Model Selection

Spectral Diagnostics. Sliding spans diagnostics. History diagnostics

Running X-12-ARIMA on multiples series

Input flags.

X-12-Graph software for X-12-ARIMA

- Required reading Any introductory textbook on statistics, e.g. Mood, A.M., Graybill, F.A. and Boes, D.C., *Introduction to the theory of statistics*, McGraw Hill,ISBN 0-07-042864-6
- Suggested reading Any intermediate textbook on time series analysis and, in particular, on ARIMA models, e.g. Mills, T.C., *Time Series Techniques for economists*, Cambridge University Press), ISBN 0-521-40574-2.

Prior to the course, introductory notes will be distributed.

Required preparation The participants are requested to write a short summary both of their own activity at their organisation and of the organisation's practices, problems and experiences in the field of the course. They are required to prepare and bring a set of time series related to their interest.

Timing	Duration	Training site	Language	Registration
24-28 March 2003	5 days	TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	English	until 15 December 2002
Training fee	1180 €			

SIS-001/2003	An Overview of Statistical Confidentiality in Official Statistics
Course leader	Photis NANOPOULOS
Objective	Development of general problems and presentation of the adminis- tration, the legal framework and the practical implications of statis- tical confidentiality.
Training methods	Lectures with slides, manuals to read, practical work on examples, case studies, software presentation.
Target group	Statisticians working with confidential data.
Entry qualifications	 University degree Practical experience in the area of statistics Sound knowledge of the teaching language (see below).
Expected output	Good knowledge of the legal aspects of statistical confidentiality, data protection and disclosure avoidance methods, as well as of their practical application.
Contents	■ Statistical confidentiality in Eurostat ■ European legislation for statistical confidentiality and its relation to national legislation ■ Methods and tools for disclosure avoidance ■ Data security - threats and remedies ■ Practical experience and case studies ■ Software presentation ■ Discussion
	Advanced group sessions will be dedicated to both methodological and legal aspects of the confidentiality.
Required reading	A document will be provided two months before the course.
Suggested reading	Proceedings of Confidentiality seminars.
Required preparation	In addition to any course-specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by the course.

Timing 7-9 May 2003	Duration 3 days	Training site TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	Language English	Registration until 1ª February 2003
Training fee	690 €			

SIS-152/ 2003	New Tools and Methods of Data Transmission for Statisticians
Course Leader	Michel VLIETINCK
Objective	To provide the participants with an overview of advanced technolo- gies, methods and tools for data collection and transmission.
Training Methods	Lectures, exercises, case studies, group discussions.
Target Group	Statisticians or Computer Scientists involved in the collection, exchange and transmission of data.
Entry Qualifications	■ University degree or equivalent experience in the area ■ Sound knowledge of the teaching language (see below).
Expected Output	Participants will learn to know the technologies and tools used for Computerised Data Collection and Transmission.
Contents	Networks Theoretical information: IP networks Practical examples: STATEL, TESTA
	 Application Development: Internet development tools, data workflow Practical examples: STADIUM, Data Life Cycle
	Messages ■ XML vs. EDIFACT ■ Generic statistical messages: GESMES, RDRMES, CLASET
	Security ■ Encryption techniques with practical examples at the network (VPN), application and messages levels
Suggested Reading	Internet : http://forum.europa.eu.int/Public/irc/dsis/eeg6/home
Required Preparation	In addition to any course-specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by the course.

Duration	Training site	Language	Registration
4 days	TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	English	until 1ª August 2003
850 €			
	Duration 4 days 850 €	DurationTraining site4 daysTES Institute3, rue des Bruyères1274 HowaldG.D. LUXEMBOURG850 €	DurationTraining siteLanguage4 daysTES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURGEnglish850 €

SIS-201/2003	Introduction to Statistical Disclosure Control Methods
Course leader Objective	Peter-Paul de WOLF To provide the participants with an understanding of the mathemat- ical aspects of statistical disclosure control methods and to train them in using the ARGUS software.
	The meaning and impact of Statistical Disclosure Control can only be appreciated in the light of practical problems and policy related issues. Therefore, some attention is also paid to such topics without putting heavy emphasis on them.
Training methods	Lectures, hands-on training, software (ARGUS) demonstration, exercises derived from practical situations, discussions, working with ARGUS.
Target group	Methodologists and subject-matter specialists working in Statistical Offices, responsible for producing safe microdata and tables for external release.
Entry qualifications	■ Academic background in quantitative discipline ■ Familiarity with computers and software ■ Sound knowledge of the teaching language (see below).
Expected output	Understanding of some mathematical problems and solutions in the confidentiality area.; Ability to use ARGUS; Understanding of the ideas on which ARGUS is based.
Contents	■ Mathematical theory and background for protection of microdata and tabular data ■ The use of μ -ARGUS for microdata and τ -ARGUS for tabular data ■ Practical issues concerning the release of statistical data.
Required reading	Willenborg, L. and De Waal, T., <i>Statistical Disclosure Control in Practice</i> , Springer Verlag, 1996, ISBN 0-387-94722-1 (to be purchased by participants)
Suggested reading	User manuals of $\mu\text{-}ARGUS$ and $\tau\text{-}ARGUS$ (obtainable from course leader)
Required preparation	The participants need to send to the course leader a short summa- ry of their own activity in Statistical Disclosure Control. Additionally, they should indicate which methodological problems they face in protecting microdata and tabular data. The participants are invited to submit contributions to the examples session

Practical Informat	ion:			
Timing	Duration	Training site	Language	Registration
3-6 November 2003	4 days	Statistics Netherlands Prinses Beatrixlaan 425 2270 AZ Voorburg NETHERLANDS	English	until 1ª August 2003

Training fee

990 €

49

SIS-250/ 2003	Statistical Metadata
Course Leader	Anne Gro HUSTOFT
Objective	To provide the participants with an overview of statistical metadata, with emphasi on practical use.
Training Methods	Lectures, group discussions and practical sessions.
Target Group	Staff working (or starting to work) with the management and documentation of metadata or with the implementation of metadata systems.
Entry Qualifications	■ University degree ■ Sound knowledge of the production and doc- umentation of statistics/statistical information within the participants organisation ■ Sound knowledge of the teaching language (see be- low)
Expected Output	Appreciation of various approaches to statistical metadata.
Contents	Introduction: Definitions, basic concepts.
	User focus: Contextual design, "paper-prototyping", producers and external users.
	Statistical metadata: Questionnaires, classifications, variables.
	Statistical systems: Models, demonstrations of some applications.
	Metadata resources: International projects, conferences.
Suggested Reading	Various articles on Internet: www.unece.org/stats/documents/2002.03.metis.htm
	■ Beyer, H. and Holtzblatt,K., <i>Contextual Design. Defining Customer-centered Systems</i> , Morgan Kaufmann Publishers, 1998, ISBN 1-55860-411-1.
Required Preparation	The participants are requested to write a short summary of their own activity at their organisation and their experience in the field covered by the course.

Practical Informat	tion:			
Timing	Duration	Training site	Language	Registration
2-4 June 2003	3 days	Statistics Norway Kongensgate 6 0033 Oslo NORWAY	English	until 1ª March 2003
Training fee	930 €			

PDS-001/2003	Basic Principles of Publication and Dissemination of Statistical Products
Course Leader	Ed SWIRES-HENNESSY
Objective	To provide an understanding of the basic principles of publication and dissemination in a European context with specific examples of best practice.
Training Methods	Lectures, participants case studies, group activities.
Target Group	Middle managers and project leaders with publication and dissemination responsibilities.
Entry Qualifications	■ Sound knowledge of publication and dissemination practices of the participant's organisation ■ Sound knowledge of the teaching language (see below)
Expected Output	A general understanding of the strategic basis for the definition and evaluation of publication and dissemination policy and practices by answering the questions:
	■ Who is the user? ■ What is the product or service? ■ How are the two best matched?
Contents	The Users of Publications of Statistics ■ Identification of the user ■ Identification of needs ■ Expectations of users and how to meet them ■ Summary of approaches in EU countries
	The Appropriate Products or Services ■ The range of possibilities of provision ■ Tailoring to user needs ■ Guides to products and services ■ Summary of approaches in EU countries
	The Technicalities of Dissemination ■ Basic principles to be applied ■ The use of text to accompany numbers ■ The use of a corporate image ■ Dissemination within organisation ■ Dissemination to the world (INTERNET)
	The Ways to Disseminate ■ Which product, what price and to whom ■ The involvement of Na- tional Statistical Institutes ■ Summary of approaches in EU coun- tries.
Suggested Reading	Ehrenberg, A.S.C., <i>A Primer in Data Reduction</i> , Chapters 15 to 18, Pub. Wiley, ISBN 0 471 10135 4, 1982.
	Sprent, P., <i>Getting into print,</i> E & FN Spon, ISBN 0 419 19220 4.
Required Preparation	In addition to any course specific requirements, the participants are requested to write a short summary of their own activity at their or- ganisation and of the organisation's practices, problems and expe- riences in the field covered by the course.

Practical Information:						
Timing	Duration	Training site	Language	Registration		
7-11 April 2003	5 days	ONS 1 Drummond Gate UK - SW1V 2QQ London UNITED KINGDOM	English	until 1≝ January 2003		
Training fee	1150 €					

PDS-101/2003	Towards a User-Friendly Statistical Reporting
Course Leader Objective	John WRIGHT To develop an insight into and the practical skills necessary to com- municate statistical information to the appropriate target group. In particular the use of userde to bring forume to life.
Training Methods	Lectures, workshops and practical exercises, learning from each other's experience, and benefiting from the expertise of NSIs ac-knowledged as leaders in this field.
Target Group	Those responsible for (or with a particular interest in) communicat- ing statistical information to outside audiences e.g. via statistical re- ports or digests, press releases or the internet.
Entry Qualifications	■ University degree ■ Sound knowledge of the teaching language (see below).
Expected Output	Participants should gain a greater awareness of the need to com- municate statistics in a more user-friendly manner, and, through in- struction and practical exercises, develop the appropriate skills. They will learn how other NSIs tackle this challenge and the steps that their organisation and they, as individuals, need to take in order to achieve "best practice".
Contents	Analysis of the challenge through discussion, guided self-exami- nation, learning from other course members' experience, case studies, etc. Study of "best practice" - from the UK Office of Na- tional Statistics (at which the course is being held), other NSIs, John Wright's extensive experience in UK government and Euro- pean statistics, and each other (by way of lectures and group dis- cussion). Close study of how the UK Office for National Statistics presents social and economic statistics in a user-friendly way. Outside study (including visit) of how a major international data dissemination agency (Bloomberg in the City of London) pre- sents statistics, including the UK and the Italan or Scandinavian examples.
Required Reading	"Best" and "worst" examples of communication outside audiences emanating from the participant's own organisation (these should be brought to the course).
Suggested Reading	Examples from other NSIs of "best practice" in this field <i>e.g. Social Trends</i> , published by the UK ONS; YK ONS "first releases". International Internet sites that present statistics, eg ISTAT (the Italian NSI) and the UK ONS.
Required Preparation	In addition to any course specific requirements, the participants are requested to write a short summary both of their own activi- ties at their organisation and of the organisation's practices, problems and experiences in the field covered in this course. In- dividual participants will be asked to give presentations on the topics.

Practical Informati	on:			
Timing	Duration	Training site	Language	Registration
31 March-2 April 2003	3 days Uł	ONS 1 Drummond Gate < - SW1V 2QQ Lond UNITED KINGDOM	English don 1	until 15 December 2002
Training fee	830 €			

PDS-103/ 2003	Techniques of Electronic Data Dissemination			
Course Leader Objective	Antonio ARGÜESO JIMENEZ To present participants the available techniques to build electronic dissemination products and to train them in the use of those products			
Training Methods	Lectures, practical work with PC's, group discussions.			issions.
Target Group	Project lea	aders and middle ma g responsibilities.	anagers with di	ssemination or data
Entry Qualifications	■ Computing experience at user level ■ Technical experience of statistical dissemination ■ Sound knowledge of the teaching language (see below).			
Expected Output	Knowledg data. Awa ination pro	e of different electror reness of the existing oducts.	nic means to di tools to develo	sseminate statistical p electronic dissem-
Contents	Dissemin Classication Classication	ation Policy al and electronic diss ciples and policies for	semination: hist	ory and state of the ducts
	Electronic Statistical Products file Formats general concepts Statistical browsers. De factor standards Aggregated data Microdata Metadata Geo- graphical data Multimedia products.			browsers. <i>De facto</i> ■ Metadata ■ Geo-
	Some Examples And Models ■ INEbase and TEMPUS, statistical databases of INE-Spain on the internet ■ StatLine, statistical database of CBS-Holland on the in- ternet ■ How to build PC-AXIS files ■ CD-ROM products (year- books and other non tabular products)			
	Statistical Data Dissemination on the Internet ■ State of the art ■ Some models & concepts ■ What are users expecting from an statistical website.			
	Statistica	I Databases & Data	Warehouses	
	Charact	eristics and capabiliti s ■ Census 2001 inte	ies ■ Examples ernet dissemina	of existing databas- tion.
Required Preparation	In addition requested their organ experience	to any course specif to write a short sum hisation and of the org es in the field covered	ic requirements imary both of th ganisation's pra d in this course.	, the participants are neir own activities at ctices, problems and
Practical Information:				
Timing D	uration	Training site	Language	Registration
7-10 April 2003	4 days	INE Paseo de la Castellana, 183 ES 28071 Madrid SPAIN	English	until 1≝ January 2003
Training fee	1010 €			

PDS-105/ 2003	Marketing and Sales of Statistical Products and Services			
Course Leader Objective	Klaus Munch HAAGENSEN The purpose of the course is to give an overall training in marketing			
-	and sales of statistical products and services.			
Training Methods	The contents will be both theory and practice. With examples from the participants and from selected institutions, different practices, strategies and theories will be discussed. Sessions will imply lec- tures, discussions and working groups.			
Target Group	Employees keting and	in Central Statistical sales.	Offices already	y working with mar-
Entry Qualifications	General knowledge of marketing and dissemination of statistics. Participants need to have a proficiency in the teaching language (see below) which will allow them to take <u>active</u> part in the discus- sions and group work.			nation of statistics. teaching language part in the discus-
Expected Output	To give the participants a theoretical background of marketing to- gether with some useful practical instruments in building up or im- proving their own work.			
Contents	During the course the participants will receive an overall knowledge of the necessary prerequisites for a successful marketing, e.g. the importance of organisational back-up.			
	The necessity of a marketing strategy and action plan for a market- ing project will be emphasised and different possibilities of organis- ing the work will be discussed with background in the participants' own experience.			
	■ Which services or products should be defined as central and to whom and how should these services and products be suggested ■ How do you deal with the press ■ How do you price a product or service ■ How do you define your potential customers and how do you get in contact with them ■ How do you achieve knowledge of the customer's needs and which of your products or services will fulfil these needs ■ Do you have to establish new standard products or services, or will the customer only be satisfied with tailor-made statistics.			
Suggested Reading	Will be ann	ounced to the particip	ants in due time	e before the course.
Required Preparation	n The participants are requested to prepare and deliver a short summary of the marketing activities in their organisation, i.e. their policy, practices, problems and experiences.			
Practical Information:				
Timing D	uration	Training site	Language	Registration
12-14 May 2003	3 days	Statistics Denmark Sejrøgade 11 2100 Kobenhavn DENMARK	English	until 1≋ February 2003

Training fee

830 €

MSI-150/ 2003	Quality Management in Statistics
Course Leader	Mats BERGDAHL
Objective	To give a good overview of the core values of quality management, available management models, how quality management can be adopted in statistical agencies, and useful tools.
Training Methods	Lectures, working groups.
Target Group	Middle management and participants from Statistical agencies with interest in quality management.
Entry Qualifications	Sound knowledge of the teaching language (see below) At least one year of experience in a statistical agency
Expected Output	Participants should acquire sufficient information to launch/imple- ment a quality approach in their area of responsibility.
Contents	■ The core values of quality management ■ Management models ■ Quality management in statistical agencies (framework, organi- sation of quality, leadership, users/customers, staff, teamwork
	process-orientation, data quality) Implementation tools (Staff Opinion Surveys, Customer Satisfaction Surveys, performance in- dicators, self-assessment etc) Improvement actions Statistical process control (process description, key process variables, stable processes, etc.) Tools for quality improvement (pareto charts, cause-and-effect diagram, control-charts etc.)
Required Reading	process-orientation, data quality) ■ Implementation tools (Staff Opinion Surveys, Customer Satisfaction Surveys, performance in- dicators, self-assessment etc) ■ Improvement actions ■ Statistical process control (process description, key process variables, stable processes, etc.) ■ Tools for quality improvement (pareto charts, cause-and-effect diagram, control-charts etc.) Morgenstein, D. and Marker, D. (1997), "Continuous Quality Im- provement in Statistical Agencies", in Lyberg, L. et. Al. (eds), <i>Survey</i> <i>Measurement and Process Quality</i> , Chapter 21, New York: Wiley, (ISBN 047116559X).
Required Reading Required Preparation	 barnor of quality, inclusion of the process-orientation, data quality) ■ Implementation tools (Staff Opinion Surveys, Customer Satisfaction Surveys, performance indicators, self-assessment etc) ■ Improvement actions ■ Statistical process control (process description, key process variables, stable processes, etc.) ■ Tools for quality improvement (pareto charts, cause-and-effect diagram, control-charts etc.) Morgenstein, D. and Marker, D. (1997), "Continuous Quality Improvement in Statistical Agencies", in Lyberg, L. et. Al. (eds), <i>Survey Measurement and Process Quality</i>, Chapter 21, New York: Wiley, (ISBN 047116559X). The participant should provide a description of her/his current job and if she/he is involved in quality management.

Timing	Duration	Training site	Language	Registration
2-4 June 2003	3 days	TES Institute 3, rue des Bruyères 1274 Howald G.D. LUXEMBOURG	English	until 1 st March 2003
Training fee	780 €			

COURSE LEADERS

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The present application form is only valid if duly filled in and signed by the representative of the sponsoring organisation entitled to commit this organisation financially.

Please return this form duly completed and signed no later than the registration deadline mentioned in the course description to the TES Institute:

Rue des Bruyères 3, L-1274 HOWALD - Luxembourg Phone Number: (+352) 29 85 85 1 Fax Number: (+352) 29 85 29 E-mail: alucchiaro@tes-institute.lu

and a copy to the TES Correspondent of your country

PART I: REGISTRATION FORM

_ Seniority
German

2. Employer of the candidate

lame of the organisation
street + number
20. Box
'ostal code
City
Country
Central phone number
Central fax number

3. Sponsoring organisation (if the employer is the sponsoring organisation, skip to 4)

Name of the Organisation
Street + number
P.O. Box
Postal code
City
Country
Control phono number
Central tax number

4. Committment of the sponsoring organisation

The undersigned commits the sponsoring organisation to finance travel and lodging costs for the candidate and declares that the sponsoring organisation accepts to be invoiced for the registration fee ($100 \in$ if the candidate is admitted) or training and cancellation fees, according to the regulation indicated in the brochure of the Programme 2003.

Surname	
Firstname	
Direct phone number	
Direct fax number	
Date	

Signature _____

PART II : PREPARATORY QUESTIONNAIRE

Course Code
Surname and Firstname
1. In your current professional activity, are you rather working in the :
Production of statistics (as user of methodology)
Development of methodology
2. Please describe your previous professional activity :
Institution
Department
Field of Activity
Hierarchical position
Septerity in that hierarchical position (years)
3. Which background do you have in the field of this course ?
Mainly theoretical experience
Mainly practical experience
Some overview through seminars or reading articles
Neither courses / seminars nor reading articles

4. Present one or two problems within the field of this course, in which you have a personal interest. If you refer to some data, please enclose a short description.