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# EUROPEAN STATISTICAL TRAINING PROGRAMME (ESTP)

## CORE PROGRAMME 2010

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## FOREWORD

In August 2009, the European Parliament and the Council adopted the Communication from the Commission, concerning the reform of the production method of European statistics for the forthcoming decade. The modernisation proposed aims to adapt to the changing environment better and introduces improvements to efficiency, through systematic collaboration between the partners of the European Statistical System (ESS).

The reform will also have a direct impact on the work, qualification and competences of ESS staff. In particular, skills in technology and communication will have to meet with the new requirements and adequate training will therefore be essential.

The development of a sustainable training programme for European Statisticians has been the objective of the Working Group on European Statistical Training Programme (ESTP) and Human Resources Management (HRM) over the past years. This has been adapted to emerging needs and encompasses a wider range of learning and development approaches. Through Eurostat's collaboration with more than 30 national statistical offices, an ESS Learning and Development Framework (ESS-LDF) has been conceived. This ESS LDF provides the basis for extension and means that future challenges can be tackled.

The work of the ESS-LDF Working Group will play an essential role in achieving the goals foreseen, including the creation of a sustainable European research and training facility for statistics.

Although new projects and initiatives will be launched in the coming years, traditional ESTP training courses will always remain an important backbone within the ESS Learning and Development activities.

The 2010 annual ESTP core programme is now available. As ever year, it offers courses in Official Statistics, IT applications, Research and Development and Statistical Management.

I very much hope that statisticians and national statistical offices will take advantage of the courses on offer and that the knowledge gained through attending the lectures and sharing experiences will have a valuable impact on their work.

A handwritten signature in black ink, appearing to read "Walter Radermacher".

Walter Radermacher  
Director General

Chief Statistician of the European Union



## What you need to know

### ESTP: what does it stand for?

ESTP stands for European Statistical Training Programme. The purpose of the programme is to enhance the vocational training of European statisticians by providing the opportunity to participate in European and international training courses at postgraduate level and other learning opportunities. The ESTP is part of the European Statistical System – Learning and Development Framework (ESS-LDF)<sup>1</sup> managed by Eurostat.

The programme is tailored to meet the specific needs of the European Statistical System (ESS)<sup>2</sup> by taking into account the different levels of statistical knowledge and working experiences. It comprises courses in Official Statistics, Research and Development, IT applications and Statistical Management. Through a balanced combination of theory and practice and a variety of didactical approaches, such as workshops, group discussions, lectures, and exercises, etc., the training intends to provide adequate solutions, including, in some cases, the simulation of real work situations.

The ESTP offers statistical training of a dimension that complements and surpasses national training schemes and meets the challenges of comparable statistics at European and international level.

The overall programme is coordinated by Eurostat and courses are delivered either internally on Eurostat premises in Luxembourg or on national training sites

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<sup>1</sup> The ESS-LDF is striving to improve the quality of European statistics by developing a series of learning and development tools (e-learning, portal, competence profiles, impact of learning assessment etc.)

<sup>2</sup> The European Statistical System (ESS) comprises Eurostat and the statistical offices, ministries, agencies and central banks that collect official statistics in EU Member States and EFTA countries. It was legally recognised as such by the Statistical Law (Regulation (EC) No 223/2009 on European Statistics).

of EU and European Free Trade Association (EFTA) countries.

Courses tend to focus on harmonised European concepts and legislation as well as implementation practices at national level.

### Who may apply?

Officials and employees of National Statistical Institutes or corresponding Competent National Authorities (CNA) of EU Member States, EFTA countries, Eurostat and candidate countries are the core target group for this programme.

Occasionally, applicants from other administrations, international organisations and Statistical offices of non-European countries may be admitted.

### What are the general conditions for admission?

The nature of the ESTP and its target group determine the admission of candidates to individual courses.

As all ESTP courses are delivered in English, applicants should master a good command of English. They should be prepared to give presentations and actively participate in discussions.

A selection procedure is carried out for all courses for which more applications are received than places available. This selection is done on the basis of the information provided by the applicants in the application forms that are a prerequisite for any application. Therefore, the quality of the information provided in the application forms plays a very important role. Also the correspondence between the applicants' profile and the target group indicated in the course description as well as the relevance of the training for the applicant's job will be taken into consideration. Finally it is aimed at assuring a homogeneous geographical distribution of the course participants, if possible.

Candidates will usually receive a reply to their application shortly after the expiration of the application deadline, within six to eight weeks before the course takes place.

### **How to apply?**

Interested candidates are asked to send their completed application form to the ESTP contact point in their NSI (see page 67) before the indicated application deadline (see next page). The application form can be downloaded from the ESS website "INSIte".

The course organisers may refuse applications received after the deadline and not include these in any selection.

### **What are the costs involved?**

Participation to all ESTP training courses is free of charge, since the programme is financed and supported by the European Commission (Eurostat) and the European Free Trade Association (EFTA).

Therefore no registration or other fees are charged to participants. Travel and daily allowances are to be paid for by the participant's home organisation.

Candidates are strongly advised not to make any arrangements for travel and accommodation until written confirmation of their admission to the course has been received. No costs incurred in relation with the participation or non-participation in the courses will be covered by the Commission.

### **Whom to contact?**

For all further questions concerning the programme and the registration procedure, please refer to the contact point in the National Statistical Institute of your home country.

### **The annual course programme**

The choice of courses included in the annual core programme is based on the training needs expressed by Eurostat and the National Statistical Institutes forming part of the European Statistical System, as well as on an assessment of courses delivered in the past.

The annual programme comprises a core of general and specialised courses in important fields. New emerging needs from key users are also addressed by the programme.

For more detailed information, consult the ESTP webpage on the ESS Intranet site "INSIte". This can be found under the "Staff matters" of the Commission's section (click on the European flag).

[http://epp.eurostat.ec.europa.eu/portal/page/portal/pgp\\_insite/pge\\_estat/tab\\_staff](http://epp.eurostat.ec.europa.eu/portal/page/portal/pgp_insite/pge_estat/tab_staff)

## Overview of ESTP courses 2010

DATE	COURSE TITLE	VENUE	COURSE ORGANISER	APPLICATION DEADLINE
01-03.02	<a href="#">New Advanced Technologies for Data Collection and Transmission</a>	Farnham United Kingdom	Dimension EDI	23.11.2009
03-05.02	<a href="#">EU Trade Statistics</a>	Eurostat Luxembourg	EUROSTAT	04.12.2009
08-10.02	<a href="#">Training for Statistical Trainers Introductory Course</a>	Cologne Germany	ICON Institute	01.12.2009
18-19.03	<a href="#">Data Quality Reporting</a>	Eurostat Luxembourg	EUROSTAT	11.01.2010
24-26.03	<a href="#">Waste Statistics – Different Estimation Methods and the Effects on International Comparability</a>	Oslo Norway	EFTA Statistics Norway	24.01.2010
29.03-01.04	<a href="#">Survey Methodology and Sampling Techniques</a>	Bruz France	ADETEF	13.02.2010
12-15.04	<a href="#">National Accounts Basic Course</a>	Helsinki Finland	ADETEF	19.02.2010
12-14.04	<a href="#">Disseminating Statistics: Internet and Publication</a>	Madrid Spain	ICON Institute	01.02.2010
12-15.04	<a href="#">Seasonal Adjustment Introductory Course</a>	Eurostat Luxembourg	EUROSTAT	08.02.2010
19-21.04	<a href="#">Introduction to Statistical Metadata</a>	The Hague Netherlands	ICON Institute	01.02.2010
19-21.05	<a href="#">Statistical Disclosure Control</a>	Eurostat Luxembourg	EUROSTAT	12.02.2010
07-11.06	<a href="#">European Statistical Week Study Visit to Eurostat</a>	Eurostat Luxembourg	EUROSTAT	15.03.2010
07-11.06	<a href="#">Business Registers: Set-Up, Use and Maintenance</a>	Oslo Norway	EFTA Statistics Norway	05.03.2010
14-18.06	<a href="#">Hands on Training for Education Statistics (UOE) Data Providers</a>	Eurostat Luxembourg	EUROSTAT	01.04.2010
05-07.07	<a href="#">Quality Management in Statistical Agencies – Advanced Course</a>	Lisbon Portugal	ICON Institute	23.04.2010
28.06-02.07 Part I and 08-12.11 Part II	<a href="#">Government Finance Statistics (GFS) Part I and II</a>	Eurostat Luxembourg	EUROSTAT	30.04.2010
05-09.07	<a href="#">ESA95 – National Accounts</a>	Eurostat Luxembourg	EUROSTAT	20.05.2010
01-03.09	<a href="#">The European Statistical System (ESS)</a>	Bucharest Romania	ADETEF	01.07.2010

DATE	COURSE TITLE	VENUE	COURSE ORGANISER	APPLICATION DEADLINE
13-15.09	<a href="#">Presentation, Facilitation and Consultation Skills for Trainers</a>	Wiesbaden Germany	ICON Institute	01.07.2010
04-06.10	<a href="#">Introduction to Statistical Metadata</a>	Oslo Norway	ICON Institute	19.07.2010
06-08.10	<a href="#">Structural Business Statistics</a>	Eurostat Luxembourg	EUROSTAT	10.07.2010
19-22.10	<a href="#">Survey Methodology and Sampling Techniques</a>	Neuchatel Switzerland	ADETEF	09.07.2010
20-22.10	<a href="#">PRODCOM Statistics</a>	Eurostat Luxembourg	EUROSTAT	01.07.2010
25-29.10	<a href="#">Advanced Methods for Sample Surveys</a>	Neuchatel Switzerland	EFTA Swiss Federal Statistical Office	25.06.2010
03-05.11	<a href="#">Data Dissemination and Publication of Statistics</a>	Copenhagen Denmark	ICON Institute	16.08.2010
15-18.11	<a href="#">Seasonal Adjustment Advanced Course</a>	Eurostat Luxembourg	EUROSTAT	06.09.2010
22-24.11	<a href="#">Quality Management in Statistical Agencies – Introductory Course</a>	Helsinki Finland	ICON Institute	07.09.2010
29.11-02.12	<a href="#">Nomenclatures, Classifications and their Harmonisation</a>	Vienna Austria	Statistics Austria	15.10.2010

## Forecast First Quarter 2011

DATE	COURSE TITLE	VENUE	COURSE ORGANISER	APPLICATION DEADLINE
07-09.02 11	<a href="#">Training for Statistical Trainers Introductory course</a>	Cologne Germany	ICON	22.11.2010
16-18.03.11	<a href="#">The European Statistical System (ESS)</a>	Copenhagen/ Slangerup Denmark	ADETEF	14.01.2011

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## NEW ADVANCED TECHNOLOGIES FOR DATA COLLECTION AND TRANSMISSION

<b>COURSE LEADER</b>	<b>Chris Nelson</b> (Dimension EDI)
<b>TARGET GROUP</b>	<p>The course is aimed at IT personnel in National Statistical Institutes or other Competent National Authorities (CNA) involved in the collection, exchange, dissemination, and transmission of data and metadata.</p> <p>The principal target audience is computer scientists involved in implementations (collection, production, dissemination).</p>
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ IT experience in the development of systems using statistical databases and/or metadata repositories for data or metadata collection, reporting, or dissemination</li> <li>▪ Experience in one or more statistical subject matter areas for data or metadata collection, reporting, or dissemination would be an advantage</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The course aims at enabling participants to understand the scope, architecture and features of the various technologies, particularly from a standards perspective, that supports the statistical data and metadata lifecycle so that they can assess the suitability of these technologies and standards more easily in their own environment.</p>
<b>CONTENTS</b>	<p>The two principal standards covered on the course are DDI (Data Documentation Initiative) and SDMX (Statistical Data and Metadata Exchange). Together these two standards cover the whole of the statistical data and metadata lifecycle, from survey design, data collection, micro data through to aggregated data, reference metadata, and dissemination.</p> <p>The course comprises discrete but linked modules, many of them practical exercises using software tools from various suppliers including Eurostat.</p> <p>The broad contents are:</p> <ul style="list-style-type: none"> <li>▪ DDI standard – conceptual model (category scheme, code scheme, variables, logical and physical data products, data collection, data, metadata)</li> <li>▪ DDI standard – XML schemas</li> <li>▪ SDMX standard – conceptual model (structural metadata, reference metadata, data set, metadata set, data and metadata provisioning, registry)</li> <li>▪ SDMX standard – XML schemas</li> <li>▪ Practical information on developing DDI and SDMX software and systems using object oriented techniques, UML and XML.</li> </ul>

<b>EXPECTED OUTCOME</b>	At the end of the course, participants should be able to discuss the relevance of the new technologies, tools, and standards in relation to the work of their statistical unit or statistical office.
<b>TRAINING METHODS</b>	<p>The course has a large practical content. Participants will use software tools that support the two standards, DDI and SDMX, in order to document micro data and follow this through to aggregated data. They will define structural metadata and use a metadata registry, a metadata repository and a database. The end result will be the dissemination of aggregated data and related metadata on a website. The course comprises:</p> <ul style="list-style-type: none"> <li>▪ Lectures on the two standards, DDI and SDMX, from both a conceptual model perspective and an XML schema perspective</li> <li>▪ Practical exercises using a variety of software packages</li> <li>▪ Practical examples and discussion of the development and integration of databases and metadata repositories using DDI and SDMX</li> </ul>
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ SDMX_2_0 SECTION_06_ImplementorsGuide - available on <a href="http://www.sdmx.org">www.sdmx.org</a>. Follow links to <i>Standards</i> and <i>SDMX Standards version 2.0</i></li> <li>▪ SDMX User Guide – available on <a href="http://www.sdmx.org">www.sdmx.org</a>, follow links to <i>User Guide</i></li> <li>▪ DDI 3.0 Overview – <a href="http://www.ddialliance.org/ddi3/">www.ddialliance.org/ddi3/</a>. Follow links to <i>Schema</i> and <i>Documentation Part 1</i>.</li> </ul>
<b>REQUIRED PREPARATION</b>	None
<b>TRAINER(S)/ LECTURER(S)</b>	Chris Nelson (Dimension EDI) Arofan Gregory (Dimension EDI) Matt Nelson (Dimension EDI)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>01-03.02.2010</b>	3 days	Farnham United Kingdom	Dimension EDI	Deadline: 23.11.2009

Eurostat also organises regular short training courses in Luxembourg:  
**SDMX Basic course for statisticians** (next course: 24-25 March 2010)  
**SDMX for developers (IT staff)** (next course: 19-21 April 2010 – for **.NET** programmers 21-23 April 2010 - for **JAVA** programmers)  
 Dates subject to confirmation. Further courses may follow.  
 For more information contact: [estat-sdmx@ec.europa.eu](mailto:estat-sdmx@ec.europa.eu)

## EU TRADE STATISTICS

<b>COURSE LEADER</b>	<b>Johan Debruyn</b> (Eurostat)
<b>TARGET GROUP</b>	This training course is designed for participants, working in national authorities and involved in statistics on the trading of goods. The course is aimed at the technical counterparts of Eurostat's external trade departments in the national authorities (intermediates).
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Involved in the compilation of statistics on trade in goods</li> </ul>
<b>OBJECTIVE(S)</b>	<ul style="list-style-type: none"> <li>▪ Fostering the capacity of national statistical services to compile trade statistics on goods according to Community concepts</li> <li>▪ Improving the co-operation between countries and with Eurostat in the area of external trade statistics through: <ul style="list-style-type: none"> <li>▪ A better understanding of the organisational and legal framework for external trade statistics</li> <li>▪ Learning from national experiences</li> <li>▪ Deepening the knowledge of some relevant methodological issues</li> <li>▪ Better awareness of quality requirements in the process from data processing at national level to data dissemination by Eurostat</li> </ul> </li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Organisational and legal framework of trade statistics</li> <li>▪ The Intrastat &amp; Extrastat system</li> <li>▪ Specific movements &amp; exemptions</li> <li>▪ Classifications of goods</li> <li>▪ Data collection and validation</li> <li>▪ Confidentiality</li> <li>▪ Quality assessment</li> <li>▪ Dissemination of trade statistics &amp; data base extraction</li> <li>▪ Transmission of data to Eurostat</li> </ul>
<b>EXPECTED OUTCOME</b>	Better understanding of the concepts and definitions used for the compilation of EU trade statistics

<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Presentations and lectures</li> <li>▪ Exchange of views/experiences on national practices</li> <li>▪ Exercises</li> </ul>
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">Statistics on the trading of goods – User guide</a></li> <li>▪ <a href="#">Quality Report on International Trade Statistics</a></li> <li>▪ <a href="#">Community legislation on trade statistics</a></li> <li>▪ <a href="#">Intrastat Guidelines January 2008 (MET 956 rev 1)</a></li> <li>▪ <a href="#">MET 400 ref 17</a></li> </ul>
<b>REQUIRED PREPARATION</b>	None
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Valdone Kasperuniene (Eurostat)</p> <p>Rainer Binder (Eurostat)</p> <p>Jussi Ala-Kihnia (Eurostat)</p> <p>Evangelos Pongas (Eurostat)</p> <p>Karo Nuortila (Eurostat)</p> <p>Xavier Rutten (Eurostat)</p> <p>Gilberto Gambini (Eurostat)</p> <p>Anne Berthomieu (Eurostat)</p> <p>Christian Patermann (DG TAXUD)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>03-05.2.2010</b>	3 days	Eurostat Luxembourg	Eurostat	Deadline: 04.12. 2009

## TRAINING FOR STATISTICAL TRAINERS INTRODUCTORY COURSE

<b>COURSE LEADER</b>	<b>Duncan Miles, Denis Greer</b> (ICON Institute)
<b>TARGET GROUP</b>	<p>Staff involved in statistical or technical training, wishing to improve their efficiency.</p> <p>An additional advanced course is also available for those who would like to make a further impact after attending the introductory course.</p>
<b>ENTRY QUALIFICATIONS</b>	Sound command of English. Participants should be able to make short interventions and to actively participate in discussions
<b>OBJECTIVE(S)</b>	<p>The course aims at providing staff engaged in statistical training with the competences required to be effective when training colleagues in statistical situations. Participants will explore the technical knowledge required to deliver training effectively which includes: Exploring a range of adult learning theories; the training cycle; the principles of effective course design; how to make effective statistical/technical presentations; understanding and managing anxiety; dealing with difficult situations and how to manage/avoid individual and group upsets.</p> <p>The course is tailored to the needs and abilities of each course member and includes practise and feedback sessions (DVD recorded) to help each participant tailor an action plan to implement their learning following the training.</p>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Adult learning theory</li> <li>▪ Learning preferences (styles)</li> <li>▪ The training cycle (including needs analysis, design, delivery, evaluation)</li> <li>▪ Principles of effective course design</li> <li>▪ Skills of effective presentation</li> <li>▪ Managing anxiety and difficult situations</li> <li>▪ Understanding and managing upset</li> <li>▪ Practice sessions and individual feedback</li> </ul>
<b>EXPECTED OUTCOME</b>	By the end of the course participants will be able to understand the key principles of adult learning and the training cycle; implement the key principles of effective course design; understand how to manage their own anxiety; identify strategies for managing difficult situations; understand how to prevent and manage upsets that occur, develop an action plan to implement their learning and identify ongoing areas of development.

<b>TRAINING METHODS</b>	Participants will be introduced to a range of learning theories, models and key distinctions that will improve their abilities to be effective in training situations. These sessions are blended with practice and feedback opportunities to demonstrate the pragmatic nature of the theory and provide each participant with a benchmark of their own capabilities.
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ <i>The Learning Styles Questionnaire</i> – Authors: Peter Honey and Alan Mumford. ISBN-13: 978-1902899-29-9 and ISBN-10: 1-902899-29-6</li> <li>▪ <i>Train the Trainer: Instructor's Guide (Pfeiffer)</i> (Ring-bound). Publisher: Pfeiffer Wiley. Language English ISBN-10: 0787939900 and ISBN-13: 978-0787939908</li> <li>▪ <i>The Trainer's Pocketbook (Management Pocketbooks)</i>. Author: John Townsend, Publisher: Management Pocketbooks. Language English ISBN-10: 1903776163 and ISBN-13: 978-1903776162</li> </ul>
<b>REQUIRED PREPARATION</b>	Prepare two training sessions to be delivered to other course members. The sessions can be on a subject of your choice, one lasting 10 minutes and the other lasting 20 minutes.
<b>TRAINER(S)/ LECTURER(S)</b>	Duncan Miles (ICON Institute) Denis Greer (ICON Institute)

### PRACTICAL INFORMATION

WHEN	DURATION	WHERE	ORGANISER	APPLICATION VIA NATIONAL CONTACT POINT
<b>08-10.02.2010</b>	3 days	Cologne Germany	ICON Institute	Deadline: 01.12.2009

## DATA QUALITY REPORTING

<b>COURSE LEADER</b>	<b>Malgorzata Szczesna</b> (Eurostat)
<b>TARGET GROUP</b>	Staff dealing with data quality management and/or data quality evaluation.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Basic knowledge of statistics</li> </ul>
<b>OBJECTIVE(S)</b>	<ul style="list-style-type: none"> <li>▪ The course aims at providing the participants with an overview of the European Statistical System (ESS) standard concepts and good practices for data quality reporting.</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Quality frameworks</li> <li>▪ Data quality concepts</li> <li>▪ Statistical process quality and output quality</li> <li>▪ Producer oriented documentation on data quality</li> <li>▪ Quality reporting requirements in legislation</li> <li>▪ Data quality information for users</li> <li>▪ How to write data quality reports</li> <li>▪ Monitoring and follow-up of data quality reports</li> </ul>
<b>EXPECTED OUTCOME</b>	<p>The course will provide the participants with a basic understanding of:</p> <ul style="list-style-type: none"> <li>▪ Data quality concepts;</li> <li>▪ ESS quality reporting requirements.</li> </ul>
<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Lectures and presentations</li> <li>▪ Group discussions</li> </ul>
<b>REQUIRED READING</b>	European Statistics Code of Practice (2005)
<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ ESS Standard for Quality Reports (2008)</li> <li>▪ ESS Handbook for Quality Reports (2008)</li> <li>▪ Handbook on Data Quality Assessment Methods and Tools (2007)</li> </ul>

<b>REQUIRED PREPARATION</b>	The participants will be asked to prepare a short description of their ongoing or upcoming data quality assessment activities.
<b>TRAINER(S)/ LECTURER(S)</b>	Malgorzata Szczesna (Eurostat) Martina Hahn (Eurostat) Zsuzsanna Kovacs (Eurostat) Steve Clarke (Eurostat)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>18-19.03.2010</b>	2 days	Eurostat Luxembourg	EUROSTAT	Deadline: 11.01.2010

## WASTE STATISTICS - DIFFERENT ESTIMATION METHODS AND THE EFFECTS ON INTERNATIONAL COMPARABILITY

<b>COURSE LEADER</b>	<b>Mr. Håkon Skullerud</b> (Statistics Norway)
<b>TARGET GROUP</b>	Staff from National Statistical Institutes and other Competent National Authorities (CNA) involved in the production of official waste statistics.
<b>Entry Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Experience in producing waste statistics</li> <li>▪ Familiarity with the Waste Statistics Regulation</li> </ul>
<b>OBJECTIVE(S)</b>	Focus will be on the comparability between waste statistics from countries using different methods, in order to prevent inconsistencies in European waste statistics, target orientation and effectiveness in the statistics production, and uncertainty. The course will cover different methods for estimating waste amounts, including survey and factor methods. Waste from different economic activities will be covered, including households, construction and demolition, and manufacturing. The course will also discuss possible ways of cooperation between European waste statisticians. The course will make reference to the Waste Statistics Regulation (EC 2002/2150).
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Targets in European and national waste statistics.</li> <li>▪ Comparison of national waste statistics – figures and methods.</li> <li>▪ Household waste – highly automated census. Information sources and quality, sampling frame, sampling design and estimation. Household waste vs. industrial waste in the municipal solid waste.</li> <li>▪ Construction and demolition waste – estimation using coefficient method and administrative sources. Methodology, information sources and quality, estimation quality, coherence and possibilities for international cooperation.</li> <li>▪ The manufacturing waste survey – sampling frame, sampling design, estimation, sources of uncertainty and methods for reducing uncertainty (e.g. cold deck imputation).</li> </ul>
<b>EXPECTED OUTCOME</b>	Participants will obtain increased understanding of the lectured topics, and the discussions in plenum and groups will be used to explore how to adapt the lectured estimation methods to national conditions. The course will help the participants to produce more comparable waste statistics in a European context, provide international contact with other waste statisticians, and the different methods for future international cooperation on waste statistics will also be discussed.

<b>TRAINING METHODS</b>	The training methods will be lectures, plenum discussions and parallel working groups. Methods, data sources and experiences from Norway and other European countries will be presented.
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	<p>The EU Waste Statistics Regulation (EC 2002/2150):  <a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32002R2150:EN:NOT">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32002R2150:EN:NOT</a></p> <p>The EU Manual on Waste Statistics:  <a href="http://circa.europa.eu/Public/irc/dsis/pip/library?l=/wastesstatisticsregulat/manual_statistics&amp;vm=detailed&amp;sb=Title">http://circa.europa.eu/Public/irc/dsis/pip/library?l=/wastesstatisticsregulat/manual_statistics&amp;vm=detailed&amp;sb=Title</a></p> <p>Presentations from the previous ESTP course:  <a href="http://www.ssb.no/omssb/kurs_seminar/estp/">http://www.ssb.no/omssb/kurs_seminar/estp/</a> (no. 3, 6, 8 and 10)</p> <p>The Environmental Data Centre on Waste (Eurostat)  <a href="http://ec.europa.eu/eurostat/waste">http://ec.europa.eu/eurostat/waste</a></p>
<b>REQUIRED PREPARATION</b>	<p>Participants should be familiar with the estimated amounts and statistical methods applied in the official waste statistics from their own country, and eventually the one being reported to Eurostat under the Waste Statistics Regulation.</p> <p>Participants are requested to bring examples from their own country.</p>
<b>TRAINERS/ LECTURERS</b>	<p>Håkon Skullerud (Statistics Norway)</p> <p>Kari Benterud Mellem (Statistics Norway)</p> <p>Karin Blumenthal (Eurostat)</p> <p>Christian Heidorn (Eurostat)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>24-26.03.2010</b>	3 days	Oslo Norway	EFTA Statistics Norway	Deadline: 24.01.2010

## SURVEY METHODOLOGY AND SAMPLING TECHNIQUES

<b>COURSE LEADER</b>	<b>Eric Lesage</b> (National Institute of Statistics – INSEE, France)
<b>TARGET GROUP</b>	Staff using sample survey techniques in the production of statistics.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Basic knowledge of statistics</li> </ul>
<b>OBJECTIVE(S)</b>	The aim of the course is to familiarise the participants with the fundamental principles and the main methods of survey sampling.
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Basic concepts of survey sampling</li> <li>▪ Simple random sampling</li> <li>▪ Use of auxiliary information <ul style="list-style-type: none"> <li>▪ Stratified, cluster and multi-stage sampling</li> <li>▪ Ratio and regression estimators</li> <li>▪ Post stratification and calibration</li> </ul> </li> <li>▪ Introduction to the problem, the effects and the treatment of non-response</li> </ul>
<b>EXPECTED OUTCOME</b>	Basic understanding of the fundamental principles and the main methods of survey sampling.
<b>TRAINING METHODS</b>	The course is based on lectures and practical exercises, for which computers and the SAS Enterprise Guide software are used.
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	Basic introduction to sampling theory
<b>REQUIRED EQUIPMENT</b>	Hand held calculator
<b>TRAINER(S)/ LECTURER(S)</b>	Daniel Assoulin (Swiss Federal Statistical Office – FSO) Guillaume Chauvet (National Institute of Statistics – INSEE, France) Daniel Kilchmann (Swiss Federal Statistical Office – FSO) Eric Lesage (National Institute of Statistics – INSEE, France)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>29.03-01.04.2010</b>	4 days	Bruz France	ADETEF	Deadline: 13.02.2010

<b>NATIONAL ACCOUNTS BASIC COURSE</b>	
<b>COURSE LEADER</b>	<b>Eeva Hamunen</b> (Statistics Finland)
<b>TARGET GROUP</b>	Junior staff of National Accounts departments and more experienced staff of National Statistical Offices not directly involved in National Accounts.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Some experience in economic statistics (at least one year)</li> </ul>
<b>OBJECTIVE(S)</b>	The aim of the course is to provide participants with a basic understanding of National Accounts as a framework for measuring the economy with special SNA93/ESA95 concepts, and of the data sources and the conciliation framework.
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ General features of the System of National Accounts</li> <li>▪ History and future of the System of National Accounts</li> <li>▪ Supply and Use Tables</li> <li>▪ Volume measurement</li> <li>▪ Main processes and timetables of Finnish National Accounts</li> <li>▪ Non-financial Sector Accounts</li> <li>▪ Quarterly National Accounts</li> <li>▪ Satellite Accounts</li> <li>▪ Financial Accounts</li> <li>▪ Regional Accounts</li> <li>▪ Administrative use of National Accounts in the EU</li> </ul>
<b>EXPECTED OUTCOME</b>	Good understanding of the System of National Accounts as well as the relations between data sources and National Accounts.
<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Exercises and discussions, case studies</li> </ul>
<b>REQUIRED READING</b>	ESA95 Chapter 1
<b>SUGGESTED READING</b>	None

<b>REQUIRED PREPARATION</b>	None
<b>REQUIRED EQUIPMENT</b>	Hand held calculator
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Eeva Hamunen (Statistics Finland)</p> <p>Pasi Koikkalainen (Statistics Finland)</p> <p>Paula Koistinen-Jokiniemi (Statistics Finland)</p> <p>Juha-Pekka Konttinen (Statistics Finland)</p> <p>Mikko Koutaniemi (Statistics Finland)</p> <p>Raimo Nurminen (Statistics Finland)</p> <p>Matti Okko (Statistics Finland)</p> <p>Markku Rätty (Statistics Finland)</p> <p>Olli Savela (Statistics Finland)</p> <p>Katri Soinne (Statistics Finland)</p> <p>Piet Verbiest (Statistics Netherlands)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>12-15.04.2010</b>	4 days	Helsinki Finland	ADETEF	Deadline: 19.02.2010

## DISSEMINATING STATISTICS: INTERNET AND PUBLICATION

<b>COURSE LEADER</b>	<b>Maria Jesús Vinuesa</b> (National Statistical Institute – INE, Spain)
<b>TARGET GROUP</b>	Project leaders and middle managers responsible for data dissemination and/or data processing.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Computing experience at user level</li> <li>▪ Technical experience of statistical dissemination</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The main objective of this course is to transmit to the participants the relevance of the following key points for NSOs:</p> <ul style="list-style-type: none"> <li>▪ The importance of the dissemination of statistical data, and the communication with our users</li> <li>▪ Having a clear strategy focused on the users</li> <li>▪ The use of information and communication technologies as a tool to attain our objectives. Challenges to face</li> <li>▪ International cooperation: cross-border, within the ESS, others (OECD, UN)</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Dissemination Guidelines: history and state of the art</li> <li>▪ A strategy for publication: changes and challenges</li> <li>▪ Storing data (different systems)</li> <li>▪ Serving and publishing data</li> <li>▪ E-archiving</li> <li>▪ Users: What are they expecting from a statistical website?</li> <li>▪ The future of statistical dissemination</li> </ul>
<b>EXPECTED OUTCOME</b>	It is hoped that there will be an exchange of experiences among the participants, showing the functioning of INE's Dissemination Unit, and the inherent challenges, objectives and limitations, all within the framework of European statistics.
<b>TRAINING METHODS</b>	<p>Lectures, practical work with PC's, group discussions</p> <p>Selected national experiences will be presented</p>
<b>REQUIRED READING</b>	None

<b>SUGGESTED READING</b>	European Statistics Code of Practice
<b>REQUIRED PREPARATION</b>	Participants are requested to write a short summary, of their own activities within their organisations and also of the practices, problems and experiences in the field of the course, in addition to any course specific requirements.
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Maria Jesús Vinuesa (National Statistical Institute – INE, Spain)</p> <p>José Pinto Martin (Statistics Portugal)</p> <p>Maria Luz Seoane (National Statistical Institute – INE, Spain)</p> <p>Alberto Sánchez (National Statistical Institute – INE, Spain)</p> <p>Marta Melgar (National Statistical Institute – INE, Spain)</p> <p>Joseba Diaz (National Statistical Institute – INE, Spain)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>12–14.04.2010</b>	3 days	Madrid Spain	ICON Institute	Deadline: 01.02.2010

## SEASONAL ADJUSTMENT INTRODUCTORY COURSE

<b>COURSE LEADER</b>	<b>Cristina Calizzani and Gian Luigi Mazzi</b> (Eurostat)
<b>TARGET GROUP</b>	Staff of national statistical institutes involved in the production process who want to acquire a good understanding of seasonality and seasonal adjustment (SA) methods and practices
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants will be expected to actively participate in discussions</li> <li>▪ Knowledge of parametric and non parametric time-series analysis</li> <li>▪ Familiarity with the seasonal adjustment methods and software is not required</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The aim of the course is:</p> <ul style="list-style-type: none"> <li>▪ To provide the participants with a basic understanding of the major concepts of seasonality, trend cycle and irregular components of the major elements of seasonal adjustment and related time-series issues;</li> <li>▪ To introduce the participants to the use of some of the most powerful methods available (Tramo-Seats and X-13A-S) as well as to stable interfaces of those methods.</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Brief review of time series analysis, ARIMA modelling</li> <li>▪ What is seasonality and its determinants?</li> <li>▪ Calendar effect and its components</li> <li>▪ Calendar adjustment</li> <li>▪ Why seasonal adjustment?</li> <li>▪ Overview of seasonal adjustment methods and software</li> <li>▪ Introduction to model based decomposition and to Tramo-Seats for Windows</li> <li>▪ Introduction to filter based decomposition and to X-13A-S</li> <li>▪ Introduction to SA tools developed by Eurostat</li> <li>▪ ESS guidelines on seasonal adjustment</li> </ul>
<b>EXPECTED OUTCOME</b>	Participants will acquire a basic understanding of seasonal adjustment methodology which will facilitate future "learning by doing". They will be able to recognise series which need pre-treatment and/or seasonal adjustment and carry out the related procedures.
<b>REQUIRED READING</b>	Any introductory text book on statistics, such as <i>Introduction to the Theory of Statistics (McGraw-Hill Series in Probability and Statistics)</i> , by Alexander McFarlane Mood, Franklin A. Graybill, Duane C. Boes, McGraw-Hill, 1974, ISBN 0070428646

<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ Any intermediate textbook on time series analysis and, in particular, on ARIMA models, such as, for example, <i>The Analysis of Time Series: An Introduction</i>, by Chris Chatfield, Chapman &amp; Hall/CRC, 2004, ISBN 1-58488-317-0.</li> <li>▪ ESS guidelines on seasonal adjustment</li> </ul>
<b>REQUIRED PREPARATION</b>	<p>Participants are requested to write a short summary of their activities in their organisation. They are requested to express the reasons and motivation for applying to this training activity and to describe the practices, problems and experiences they face in the field of the course. Participants can also bring a set of time-series related to their interest, should they wish to do so.</p> <p>Due to the high number of requests, information provided in the application forms will play an important role in the selection of applicants to this course.</p>
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Dominique Ladiray (INSEE) Gian Luigi Mazzi (Eurostat)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>12-15.04.2010</b>	4 days	Eurostat Luxembourg	EUROSTAT	Deadline: 08.02.2010

## INTRODUCTION TO STATISTICAL METADATA

<b>COURSE LEADER</b>	<b>Max Booleman</b> (Statistics Netherlands)
<b>TARGET GROUP</b>	Staff starting to work in the field of management and documentation of metadata or in the implementation of metadata systems. This is a course for the non-experienced metadata worker.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Knowledge of the production and documentation of statistics/statistical information in the participant's home organisation</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The aim of the course is to provide the participants with an overview of statistical metadata, with emphasis on practical use.</p> <p>The course will also facilitate the exchange of best practises between countries and thus contribute to an improved harmonisation of metadata solutions at European level.</p>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Introduction: definitions, basic concepts</li> <li>▪ User focus: producers and external users</li> <li>▪ Statistical metadata: classifications, variables and other types of metadata</li> <li>▪ Statistical systems: models, integrated metadata systems, demonstrations of some applications</li> <li>▪ Use of metadata: (the possible) functions of metadata</li> <li>▪ International metadata standards: SDMX, Euro SDMX Metadata Structure, ESQR etc.</li> </ul>
<b>EXPECTED OUTCOME</b>	<p>The course will provide the participants with a better understanding of the different aspects of the use of metadata in the statistical production process and of practical approaches for implementing metadata solutions. The participants will also gain knowledge of the European (and international) metadata work.</p> <p>Participants will more easily recognise the various approaches to statistical metadata.</p>
<b>TRAINING METHODS</b>	Lectures, group discussions and practical sessions
<b>REQUIRED READING</b>	None

<b>SUGGESTED READING</b>	None
<b>REQUIRED PREPARATION</b>	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.
<b>TRAINER(S)/ LECTURER(S)</b>	Max Booleman (Statistics Netherlands) Anne Gro Hustoft (Statistics Norway)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>19-21.04.2010</b>	3 days	The Hague Netherlands	ICON Institute	Deadline: 01.02.2010

## STATISTICAL DISCLOSURE CONTROL

<b>COURSE LEADER</b>	<b>Jean-Marc Museux</b> (Eurostat)
<b>TARGET GROUP</b>	Staff dealing with statistical confidentiality.
<b>ENTRY QUALIFICATIONS</b>	Sound command of English. Participants will be required to actively engage in discussions
<b>OBJECTIVE(S)</b>	The objective of this course is to provide the participants with an overview of Statistical disclosure theory and methods related to tabular data protection and microdata protection, as well as the respective software. Case studies from Member States (MS) will be discussed.
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Main theoretical principles of SDC-tabular data and microdata protection;</li> <li>▪ Methods of tabular data protection;</li> <li>▪ Methods of microdata protection;</li> <li>▪ Software SDC tabular data and microdata protection;</li> <li>▪ Practical case studies from MS.</li> </ul>
<b>EXPECTED OUTCOME</b>	Better understanding of the theory, methods and software used in statistical disclosure for tabular data and microdata protection.
<b>TRAINING METHODS</b>	<p>The course programme is a mix of theoretical background and practical application provided through:</p> <ul style="list-style-type: none"> <li>▪ Lectures and presentations;</li> <li>▪ Practical exercises using Tau Argus and Mu Argus software;</li> <li>▪ Group discussions.</li> </ul>
<b>REQUIRED READING</b>	<ul style="list-style-type: none"> <li>▪ Tau Argus manual.</li> <li>▪ Mu Argus manual.</li> <li>▪ ESSNet Handbook on Statistical Confidentiality.</li> </ul> <p>All documents are available from the CASC website, at the following link: <a href="http://cbs-rndtest.vb.cbs.nl/casc/">http://cbs-rndtest.vb.cbs.nl/casc/</a></p>
<b>REQUIRED PREPARATION</b>	Participants will be required to prepare a presentation of practical or methodological problems with micro data or tabular data protection; for discussion during the training.
<b>TRAINER(S)/ LECTURER(S)</b>	Statistics Netherlands, German Federal Statistical Office (Destatis)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>19-21.05.2010</b>	3 days	Eurostat Luxembourg	EUROSTAT	Deadline: 12.02.2010

## EUROPEAN STATISTICAL WEEK STUDY VISIT TO EUROSTAT

<b>COURSE LEADER</b>	<b>Crista Filip</b> (Eurostat)
<b>TARGET GROUP</b>	Junior level staff, working in the European Statistical System (ESS), in positions of a European dimension.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. The participants must be able to actively engage in conversation and write a report as a follow-up to their visit.</li> <li>▪ 1 to 3 years experience in a National Statistical Institute or a Competent National Authority.</li> <li>▪ Match between participants' field of work and the hosting unit for shadowing.</li> </ul>
<b>OBJECTIVE(S)</b>	The study visit aims at providing participants with the opportunity to learn more about the set-up and functioning of Eurostat – as part of the European Commission and the European Statistical System (ESS). It provides a forum for discussion, exchange and learning on themes of common interest regarding European statistics and gives participants a more practical experience in specific subject matters (shadowing). Networking opportunities will be provided throughout the programme.
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Welcome and introduction to Eurostat, the Commission and the European Union</li> <li>▪ Introduction to the ESS</li> <li>▪ Participants will have the opportunity to shadow Eurostat colleagues in their common work field for two days</li> <li>▪ Group discussion and evaluation of the programme</li> </ul> <p>Eurostat will provide a list of hosting Units and corresponding subject matters to the National Contact Points in February 2010. Applications for these subject matters will then be coordinated on national level by the National Contact Points and communicated to Eurostat. The selection will be carried out by Eurostat.</p>
<b>EXPECTED OUTCOME</b>	<p>Participants should be able:</p> <ul style="list-style-type: none"> <li>▪ To understand the practical implications of Eurostat's role and responsibilities;</li> <li>▪ To identify network partners they can rely upon in the European Statistical System (ESS);</li> <li>▪ To communicate the experiences gained during the study visit to colleagues in the home organisation, e.g. to present back in the workplace the ESS and Eurostat.</li> </ul>

<b>EXPECTED OUTCOME</b>	Participants should become aware of the functioning of Eurostat and its future challenges inside the ESS
<b>TRAINING METHODS</b>	Interactive presentations, lectures, shadowing, group discussions
<b>REQUIRED READING</b>	Further reading material will be sent to participants after their acceptance to the course.
<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ <i>European Statistics Code of Practice</i> <a href="http://epp.eurostat.ec.europa.eu/portal/page?_pageid=2273,1,2273_47141302&amp;_dad=portal&amp;_schema=PORTAL">http://epp.eurostat.ec.europa.eu/portal/page?_pageid=2273,1,2273_47141302&amp;_dad=portal&amp;_schema=PORTAL</a></li> <li>▪ <i>Statistical Programme of the European Commission 2009</i> <a href="http://epp.eurostat.ec.europa.eu/portal/page/portal/about_eurostat/european_framework/ESS">http://epp.eurostat.ec.europa.eu/portal/page/portal/about_eurostat/european_framework/ESS</a></li> </ul>
<b>REQUIRED PREPARATION</b>	None
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Eurostat staff and units hosting participants</p> <p>Anne Smedeby (European Administrative School)</p> <p>Karine Auriol (European Administrative School)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>07-11.06.2010</b>	4.5 days	Eurostat Luxembourg	EUROSTAT	Deadline: 15.03.2010

National Contact Points will receive the detailed programme of the event as well as the list of hosting Units and subject matters by mid-February 2010. National Contact Points are advised to send more than one application, as the selection will be done by matching the work field of the junior staff to the field of the hosting Unit.

## BUSINESS REGISTERS: SET-UP, USE AND MAINTENANCE

<b>COURSE LEADER</b>	<b>Anders Haglund</b> (Statistics Norway)
<b>TARGET GROUP</b>	This course is aimed at junior staff, working in business register divisions; and more experienced staff, using business registers in the production of statistics.
<b>ENTRY QUALIFICATIONS</b>	Sound command of English. Participants will be required to actively participate in discussions
<b>OBJECTIVE(S)</b>	To provide the participants with a basic understanding of statistical business registers, the set-up and definitions, its use as a framework for statistics and principles of maintenance.
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ General introduction to business registers illustrated by national examples</li> <li>▪ Definitions of statistical units</li> <li>▪ Principles of business demography</li> <li>▪ Data content and coverage</li> <li>▪ Maintenance of a business register</li> <li>▪ The business register as a sampling frame</li> <li>▪ EuroGroups Register</li> </ul>
<b>EXPECTED OUTCOME</b>	Good understanding of the principles, conceptual basis, application rules and quality related issues.
<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Presentations and lectures</li> <li>▪ Exchange of views/experiences on national practices</li> <li>▪ Group work and exercises</li> </ul>
<b>REQUIRED READING</b>	None
<b>REQUIRED PREPARATION</b>	Participants will be asked to fill in a questionnaire regarding their national business register in English.
<b>TRAINER(S)/ LECTURER(S)</b>	Anders Haglund (Statistics Norway) Experts from Statistics Sweden and Eurostat

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>07-11.06.2010</b>	4.5 days	Statistics Norway Oslo	EFTA Statistics Norway	Deadline: 05.03.2010

## HANDS-ON TRAINING FOR EDUCATION STATISTICS (UOE) DATA PROVIDERS

<b>COURSE LEADER</b>	<b>Lene Mejer, Fernando Reis and Paolo Turchetti</b> (Eurostat)
<b>TARGET GROUP</b>	Staff in statistical offices, ministries and in other bodies involved in the UOE data provision. Priority for this hands-on training course will be given to persons completing the UOE questionnaires.
<b>ENTRY QUALIFICATIONS</b>	Sound knowledge of the language of instruction is required. Participants will be required to actively engage in discussions.
<b>OBJECTIVE(S)</b>	<ul style="list-style-type: none"> <li>▪ Understand the policy context for education statistics at EU level</li> <li>▪ Understand the role of the International Standard Classification of Education (ISCED) for education statistics and other relevant classifications</li> <li>▪ Be up-to-date on the latest UOE data collection developments</li> <li>▪ Learn to use the electronic questionnaires and their functionalities more efficiently</li> <li>▪ Improve awareness of the need to deliver complete metadata through the tools provided for this purpose in the questionnaires</li> <li>▪ Learn ways to deal with some difficult cases through examples (hands-on)</li> <li>▪ Understand the use of the education data for indicators used for policy discussions at EU level</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ EU policy and the use of education indicators</li> <li>▪ ISCED and the education data collections</li> <li>▪ The UOE data collection including the Eurostat specific tables: manuals, questionnaires and their efficient use</li> <li>▪ Hands-on training on education data collection tables (both finance and non-monetary) based on cases</li> <li>▪ Dissemination of education data and indicators: the quality challenge</li> </ul>
<b>EXPECTED OUTCOME</b>	Good understanding of and ability to apply classifications, concepts and definitions for the production of education statistics. Broad understanding of education statistics as a system. Skills in practical data collection and data reporting. Understanding of the use of the most common/relevant international education indicators.

<b>TRAINING METHODS</b>	Presentations, case studies (and practical examples), group discussions.
<b>REQUIRED READING</b>	<ul style="list-style-type: none"> <li>▪ UOE <i>data collection manual</i>: <a href="http://forum.europa.eu.int/Public/irc/dsis/edtcs/library?l=/public/unesco_collection">http://forum.europa.eu.int/Public/irc/dsis/edtcs/library?l=/public/unesco_collection</a> (Paper copies of the latest UOE Manual will be made available)</li> <li>▪ Eurostat, "A guide to educational expenditure statistics": <a href="http://ec.europa.eu/eurostat/product?code=KS-BF-05-002">http://ec.europa.eu/eurostat/product?code=KS-BF-05-002</a></li> <li>▪ <i>International Standard Classification of Education (ISCED/ 1997)</i>, UNESCO, Nov. 1997 <a href="http://www.uis.unesco.org/ev.php?ID=3813_201&amp;ID2=DO_TOPIC">http://www.uis.unesco.org/ev.php?ID=3813_201&amp;ID2=DO_TOPIC</a></li> <li>▪ <i>Fields of Education and Training Manual</i> (Eurostat, 1999) <a href="http://forum.europa.eu.int/Public/irc/dsis/edtcs/library?l=/public/measuring_lifelong/classifications/isced97_fields">http://forum.europa.eu.int/Public/irc/dsis/edtcs/library?l=/public/measuring_lifelong/classifications/isced97_fields</a></li> </ul>
<b>SUGGESTED READING</b>	<p>All publications using Eurostat education and training statistics are available on the internet at the following address:</p> <p><a href="http://forum.europa.eu.int/Public/irc/dsis/edtcs/library?l=/public/publications">http://forum.europa.eu.int/Public/irc/dsis/edtcs/library?l=/public/publications</a></p>
<b>REQUIRED PREPARATION</b>	Participants will be requested to write a short summary, of both their own activity within their organisation and of the organisation's practices in relation to the UOE data collection. Moreover, they will be asked to express their needs and expectations from this training and propose specific problems and cases that they would like to discuss during the thematic hands-on sessions of the course.
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Lene Mejer (Eurostat)</p> <p>Fernando Reis (Eurostat)</p> <p>Paolo Turchetti (Eurostat)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>14-18.06.2010</b>	4 days	Eurostat Luxembourg	EUROSTAT	Deadline: 01.04.2010

## QUALITY MANAGEMENT IN STATISTICAL AGENCIES - ADVANCED COURSE

<b>COURSE LEADER</b>	<b>Maria João Zilhão</b> (National Statistical Institute – INE Portugal)
<b>TARGET GROUP</b>	Staff working in quality management in statistical agencies on an agency or departmental level, or who will work in such a capacity in the future.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions, to actively participate in discussions and share of good practices</li> <li>▪ Participation in any of the ESTP courses “Quality Management in Statistical Agencies” or “Quality in the field of Official Statistics” or similar knowledge acquired elsewhere</li> <li>▪ Basic knowledge of quality management frameworks and the European Statistics Code of Practice</li> <li>▪ At least two years work experience in a statistical agency</li> </ul>
<b>OBJECTIVE(S)</b>	The course aims at providing a deeper understanding of Quality Management in practice, how to effectively implement various approaches and enable participants to further develop the current practices within their agency. The course should be seen as a complement to introductory courses on Quality Management of a more basic nature.
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ European Statistics Code of Practice</li> <li>▪ Quality Management Frameworks</li> <li>▪ Quality principles</li> <li>▪ Case studies</li> <li>▪ Discussions and feed-back</li> </ul>
<b>EXPECTED OUTCOME</b>	<ul style="list-style-type: none"> <li>▪ Deeper understanding of Quality Management in practice in a statistical agency</li> <li>▪ Increased knowledge on practices used in ESS and their strengths and weaknesses</li> <li>▪ Increased competence on applying Quality Management frameworks to a statistical agency</li> <li>▪ A strong network among colleagues within the same field for future cooperation and exchange of experiences</li> </ul>

<b>TRAINING METHODS</b>	Introductory presentations of case studies and quality frameworks. The case studies are then analyzed based on the experiences of participants and discussed in groups with the aim of evaluating them against the frameworks and current best practice in the European Statistical System. This is followed by plenary discussions where the different analyses of the groups are measured against one another and explored in detail with feedback from the trainers. Active participation and a will to constructively contribute to the discussion, as well as supporting the development of knowledge of the rest of the group are required.
<b>REQUIRED READING</b>	<ul style="list-style-type: none"> <li>▪ EFQM Model for the Public Sector</li> <li>▪ European Statistics Code of Practice</li> </ul>
<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ The LEG on Quality Final Report (main text)</li> <li>▪ The DatQAM handbook</li> </ul>
<b>REQUIRED PREPARATION</b>	Participants are asked to study the documents mentioned above and to familiarise themselves with the current quality management practices within other administrations.
<b>TRAINER(S)/ LECTURER(S)</b>	Maria João Zilhão (National Statistical Institute – INE, Portugal) Hans Viggo Sabo (Statistics Norway)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>05-07.07.2010</b>	3 days	Lisbon Portugal	ICON Institute	Deadline: 23.04.2010

## GOVERNMENT FINANCE STATISTICS (GFS) PARTS I AND II

<b>COURSE LEADER</b>	<b>Lena Frej Ohlsson</b> (Eurostat)
<b>TARGET GROUP</b>	Persons working with government finance statistics and, in particular, statistics related to the excessive deficit procedure.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Reasonable knowledge and practical experience of national accounts or government finance statistics</li> <li>▪ Sound command of English</li> </ul>
<b>OBJECTIVE(S)</b>	<p>To improve the capacity of national statistical services and to produce high quality ESA95 government finance statistics.</p> <p>To specifically examine the theoretical basis and structure of ESA95 government finance statistics and the excessive deficit procedure.</p>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ GFS methodological principles</li> <li>▪ Data sources</li> <li>▪ GFS data flows</li> <li>▪ Delimitation of general government</li> <li>▪ Government transactions and stocks</li> <li>▪ The excessive deficit procedure including all reporting tables</li> <li>▪ Exercises and group discussions on specific topics</li> </ul>
<b>EXPECTED OUTPUT</b>	Improved knowledge of government finance statistics and, in particular, the excessive deficit procedure.
<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Presentations and lectures</li> <li>▪ Exercises</li> <li>▪ Group discussions on specific topics</li> </ul>
<b>REQUIRED READING</b>	The ESA95 Manual on government deficit and debt
<b>SUGGESTED READING</b>	ESA95, chapters 1 and 2
<b>REQUIRED PREPARATION</b>	None
<b>REQUIRED EQUIPMENT</b>	Hand held calculator

<b>TRAINER(S)/ LECTURER(S)</b>	Eurostat staff Gabe de Vries (Hendyplan) Martin Kellaway (Hendyplan)
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<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>28.06–02.07. 2010</b> (Part I) and <b>08-12.11.2010</b> (Part II)	10 days	Eurostat Luxembourg	Eurostat	Deadline: 30.04.2010

Please note that this is a single training course, delivered in two parts. Candidates are invited to apply for the entire course, but may also choose to follow only one of the two modules depending on previous experience.

## ESA95 - NATIONAL ACCOUNTS

<b>COURSE LEADER</b>	<b>Paul Konijn and John Verrinder</b> (Eurostat)
<b>TARGET GROUP</b>	Staff working in National Statistical Institutes and Competent National Authorities (CNA) on the compilation of National Accounts (NA).
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants will be required to actively engage in discussions</li> <li>▪ Reasonable knowledge and at least one year's practical experience in the area of National Accounts</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The aim of the course is:</p> <ul style="list-style-type: none"> <li>▪ To improve the capacity of national statistical services to produce high quality ESA95 National Accounts;</li> <li>▪ To specifically examine the theoretical basis and structure of ESA95 national accounts, together with sources and methodology.</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Principles and accounting rules of ESA95</li> <li>▪ Classification of units</li> <li>▪ Goods and services in National Accounts</li> <li>▪ Distributive transactions and sequence of accounts</li> <li>▪ Quarterly National Accounts</li> <li>▪ Use of National Accounts</li> <li>▪ Choice of group discussions on specific topics</li> </ul>
<b>EXPECTED OUTCOME</b>	Improved knowledge of the structure of national accounts and the main issues involved in their compilation.
<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Presentations and lectures</li> <li>▪ Exercises</li> <li>▪ Group discussions on specific topics</li> </ul>
<b>REQUIRED READING</b>	<ul style="list-style-type: none"> <li>▪ ESA95, chapter 1</li> <li>▪ SNA93, chapter II</li> </ul>
<b>SUGGESTED READING</b>	ESA95, chapters 2,3,4

<b>EQUIPMENT REQUIRED</b>	Hand held calculator
<b>TRAINER(S) LECTURER(S)</b>	Paul Konijn (Eurostat) John Verrinder (Eurostat)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>05-09.07.2010</b>	5 days	Eurostat Luxembourg	EUROSTAT	Deadline: 20.05.2010

## THE EUROPEAN STATISTICAL SYSTEM (ESS)

<b>COURSE LEADER</b>	<b>Antonio Martinez</b> (National Statistical Institute – INE, Spain)
<b>TARGET GROUP</b>	Junior staff wishing to understand the framework and functioning of the ESS as well as staff that recently started to participate in the ESS Working Groups, Task Forces, and Committees.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Some experience in participating in statistical fora would be convenient</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The main objectives of the course are:</p> <ul style="list-style-type: none"> <li>▪ To give an overview of the European Statistical System (ESS) and the statistical production, analysing the relationship between the different partners of the ESS in the European context (relations with EU institutions, decision-making process, external relations...);</li> <li>▪ To create an understanding of the statistical framework in the European Union in order to prepare the participants and enable them to tackle the day-to-day work and challenges of the EU system.</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ A general overview of the European Union.</li> <li>▪ The role of the partners in the ESS: Eurostat and Member States.</li> <li>▪ The institutional structure and functioning of the ESS.</li> <li>▪ ESS decision-making procedures and working methods.</li> <li>▪ Ways of coordinating national participation in ESS meetings.</li> <li>▪ The relationship between ESS and other EU bodies.</li> <li>▪ The relationship between ESS and other international organizations.</li> <li>▪ The European Statistics Code of Practice and Peer reviews.</li> <li>▪ Future challenges of the ESS.</li> </ul> <p><i>This course is especially focused on ESS procedures and their legal basis. It is important to understand that the individual EU statistics will not be explained.</i></p>
<b>EXPECTED OUTCOME</b>	<ul style="list-style-type: none"> <li>▪ Familiarity with the institutional and procedural context in which they take part and its implications for day-to-day work conditions</li> <li>▪ Ability to prepare and participate in Eurostat Working Groups and Committees</li> </ul>

<b>EXPECTED OUTCOME</b>	<ul style="list-style-type: none"> <li>▪ Awareness of the decision-making processes</li> <li>▪ Being trained in the interactions between the ESS partners and the relations of the ESS in the EU and international context</li> <li>▪ Being acquainted with the future challenges of the ESS</li> </ul>
<b>TRAINING METHODS</b>	Presentations combined with different kind of practical exercises and discussions (including a simulation of a Commission Working Group meeting).
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	<p><i>The following documents are recommended along with some basic information that the INE will send to participants:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Europe in 12 lessons</i>- Available in all the EU languages: <a href="http://ec.europa.eu/publications/booklets/eu_glance/60/index_en.htm">http://ec.europa.eu/publications/booklets/eu_glance/60/index_en.htm</a></li> <li>▪ <i>How the European Union works: Your guide to the EU institutions</i>- Available in all the EU languages: <a href="http://ec.europa.eu/publications/booklets/eu_glance/68/index_en.htm">http://ec.europa.eu/publications/booklets/eu_glance/68/index_en.htm</a></li> <li>▪ European Statistics Code of Practice (CoP)</li> </ul>
<b>REQUIRED PREPARATION</b>	The participants are requested to write a short summary of their present activity and current or future involvement in ESS activities (for example, participation in Task Forces, Working Groups, and Committees meetings on Statistics). INE will send the form once they are admitted to the course.
<b>TRAINER(S) LECTURER(S)</b>	<p>Antonio Martinez (National Statistical Institute – INE, Spain)</p> <p>Antonio Salcedo (National Statistical Institute – INE, Spain)</p> <p>Yolanda Gomez (National Statistical Institute – INE, Spain)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>01-03.09.2010</b>	2.5 days	Bucharest Romania	ADETEF	Deadline: 01.07.2010

## PRESENTATION, FACILITATION AND CONSULTATION SKILLS FOR TRAINERS

<b>COURSE LEADER</b>	<b>Duncan Miles, Denis Greer</b> (ICON Institute)
<b>TARGET GROUP</b>	<p>Staff, engaged in statistical or technical training wishing to increase their effectiveness as trainer.</p> <p>Participants will have attended the "Training for Statistical Trainers – Introductory Course" (see p. 13), or have extensive experience as a trainer.</p>
<b>ENTRY QUALIFICATIONS</b>	Sound command of English. Participants should be able to make short interventions and to actively participate in discussions
<b>OBJECTIVE(S)</b>	<p>The course aims at providing participants engaged in statistical training with enhanced levels of expertise in understanding and managing groups and individuals. It also provides excellent insights into 'statistical consulting' which is frequently part of the trainers role. Participants will explore group dynamics theory, examine their current competence in delivering statistical training and statistical consultations; identify how to improve their own professional style and consider distinctions that influence the outcomes they achieve through their approach to training. The emphasis of the course is improving the efficiency and effectiveness of the trainer's communication to bring enhanced results in training and consulting situations.</p> <p>The course is tailored to the needs and abilities of the individual course member and includes practice and feedback sessions (DVD recorded) to help each participant formulate their individual action plan and implement their learning following the training.</p>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Understanding and facilitating groups</li> <li>▪ Group dynamics theory – Tuckman's developmental model</li> <li>▪ Identifying areas for improvement</li> <li>▪ Maximising communication abilities</li> <li>▪ The framework – insightful perspectives to improve impact as a trainer and as a consultant</li> <li>▪ Facilitation skills practise and individual feedback</li> </ul>
<b>EXPECTED OUTCOME</b>	By the end of the course participants will be able to understand the theory of group dynamics and adapt their approach to manage group processes to the best possible effect. Using a framework, participants will have analysed their current communication abilities and considered key distinctions that will increase their effectiveness in both group and individual teaching situations.

<b>TRAINING METHODS</b>	<p>Various training methods are used to allow participants to consider key distinctions in understanding individual and group behaviours that they will encounter in training situations. Methods include tutor-led discussion, individual and group exercises and practice opportunities followed by feedback.</p> <p>This dynamic and interactive approach will enable participants to identify areas for improvement and future practice and will provide each attendee with a powerful set of tools and techniques for improving their training capabilities.</p>
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	The Skilled Facilitator: <i>A Comprehensive Resource for Consultants, Facilitators, Managers, Trainers and Coaches</i> (Jossey-Bass Business & Management) (Hardcover) Publisher: Jossey Bass Wiley; Language English. ISBN-10: 0787947237 and ISBN-13: 978-0787947231.
<b>REQUIRED PREPARATION</b>	Participants are asked to prepare a 20-minute facilitated training session to be delivered to other course members.
<b>TRAINER(S)/ LECTURER(S)</b>	Duncan Miles (ICON Institute) Denis Greer (ICON Institute)

### PRACTICAL INFORMATION

<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>13-15.09.2010</b>	3 days	Wiesbaden Germany	ICON Institute	Deadline: 01.07.2010

## INTRODUCTION TO STATISTICAL METADATA

<b>COURSE LEADER</b>	<b>Anne Gro Hustoft</b> (Statistics Norway)
<b>TARGET GROUP</b>	Staff starting to work in the field of management and documentation of metadata or in the implementation of metadata systems. This is a course for the non-experienced metadata worker.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions.</li> <li>▪ Sound knowledge of the production and documentation of statistics/statistical information in the participant's home organization.</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The aim of the course is to provide participants with an overview of statistical metadata, with emphasis on practical use.</p> <p>The course will also facilitate the exchange of best practises between countries and thus contribute to improved harmonisation of metadata solutions at European level.</p>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Introduction: definitions, basic concepts</li> <li>▪ User focus: producers and external users</li> <li>▪ Statistical metadata: classifications, variables and other types of metadata</li> <li>▪ Statistical systems: models, integrated metadata systems, demonstrations of some applications</li> <li>▪ Use of metadata: (the possible) functions of metadata</li> <li>▪ International metadata standards: SDMX, Euro SDMX Metadata Structure, ESQR etc.</li> </ul>
<b>EXPECTED OUTCOME</b>	<p>The course will provide participants with a better understanding of the different aspects of the use of metadata in the statistical production process and of practical approaches for implementing metadata solutions. The participants will also gain knowledge of European (and international) metadata work.</p> <p>Participants will also get a better appreciation of various approaches to statistical metadata.</p>
<b>TRAINING METHODS</b>	Lectures, group discussions and practical sessions
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	None

<b>REQUIRED PREPARATION</b>	The participants are requested to write a short summary of their own activity within their organisation and their experiences in the field of Statistical Metadata.
<b>TRAINER(S)/ LECTURER(S)</b>	Anne Gro Hustoft (Statistics Norway) Jenny Linnerud (Statistics Norway) Max Booleman (Statistics Netherlands)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>04-06.10.2010</b>	3 days	Oslo Norway	ICON Institute	Deadline: 19.07.2010

## STRUCTURAL BUSINESS STATISTICS

<b>COURSE LEADER</b>	<b>Manfred Schmiemann</b> (Eurostat)
<b>TARGET GROUP</b>	Staff involved in data collection and its transmission to Eurostat in the Structural Business Statistics (SBS) framework.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English - participants will be required to actively engage in discussions.</li> <li>▪ Course attendants should have some first experience with business statistics and with the practical work on SBS</li> <li>▪ Basic knowledge of statistical methods (surveys, classifications)</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The aim of the course is:</p> <ul style="list-style-type: none"> <li>▪ To familiarise participants with the EU framework of SBS and the requirements of existing legislation;</li> <li>▪ To understand the variables reported in SBS, their definitions and how they are related;</li> <li>▪ To introduce participants to NACE Rev. 2 and the changes brought about by this;</li> <li>▪ To improve understanding of quality aspects and statistical methods in SBS;</li> <li>▪ To understand the reporting requirements to Eurostat;</li> <li>▪ To help participants attend SBS meetings successfully.</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Overview of business and economic statistics: SBS, Prodcom, External Trade, National Accounts</li> <li>▪ Regulatory framework for SBS</li> <li>▪ Variables and their definitions</li> <li>▪ Classifications (NACE)</li> <li>▪ Statistical methods in SBS</li> <li>▪ Quality in SBS</li> <li>▪ Data transmission to Eurostat</li> <li>▪ Eurostat dissemination policy and strategy</li> <li>▪ Development projects and ad-hoc surveys (selection)</li> <li>▪ Guidance for participating successfully in Eurostat meetings</li> </ul>

<b>EXPECTED OUTCOME</b>	<p>Better understanding of:</p> <ul style="list-style-type: none"> <li>▪ Statistical methods used for SBS data production;</li> <li>▪ The implementation of the legal requirements in practice;</li> <li>▪ Quality requirements.</li> </ul>
<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Practical exercises and group discussion</li> <li>▪ PowerPoint presentations</li> <li>▪ Distribution of documentation</li> </ul>
<b>REQUIRED READING</b>	Parliament and Council Regulation 295/2008 should be known to some extent
<b>SUGGESTED READING</b>	<p>Dedicated SBS section on Eurostat website:  <a href="http://epp.eurostat.ec.europa.eu/portal/page/portal/european_business/introduction">http://epp.eurostat.ec.europa.eu/portal/page/portal/european_business/introduction</a></p>
<b>REQUIRED PREPARATION</b>	None
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Manfred Schmiemann (Eurostat)          Merja Hult (Eurostat)          Petra Sneijers (Eurostat)          Norbert Rainer (Statistics Austria)          Nino Platteel (Statistics Netherlands)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>06.-08.10.2010</b>	3 days	Eurostat Luxembourg	EUROSTAT	Deadline: 10.07.2010

## SURVEY METHODOLOGY AND SAMPLING TECHNIQUES

<b>COURSE LEADER</b>	<b>Paul-André Salamin</b> (Swiss Federal Statistical Office - FSO)
<b>TARGET GROUP</b>	Staff using sample survey techniques in the production of statistics.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Basic knowledge of statistics</li> </ul>
<b>OBJECTIVE(S)</b>	The aim of the course is to familiarise participants with the fundamental principles and main methods of survey sampling.
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Basic concepts of survey sampling</li> <li>▪ Simple random sampling</li> <li>▪ Use of auxiliary information               <ul style="list-style-type: none"> <li>▪ Stratified, cluster and multi-stage sampling</li> <li>▪ Ratio and regression estimators</li> <li>▪ Post stratification and calibration</li> </ul> </li> <li>▪ Introduction to the problems, effects and treatment of non-response</li> </ul>
<b>EXPECTED OUTCOME</b>	Basic understanding of the fundamental principles and main methods of survey sampling.
<b>TRAINING METHODS</b>	The course is based on lectures and practical exercises, for which computers and the SAS Enterprise Guide software are used.
<b>REQUIRED READING</b>	None
<b>SUGGESTED READING</b>	Basic introduction to sampling theory
<b>REQUIRED EQUIPMENT</b>	Hand held calculator

<b>TRAINER(S) LECTURER(S)</b>	Daniel Assoulin (Swiss Federal Statistical Office – FSO) Guillaume Chauvet (National Institute of Statistics – INSEE, France) Daniel Kilchmann (Swiss Federal Statistical Office – FSO) Eric Lesage (National Institute of Statistics – INSEE, France)
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<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>19-22.10.2010</b>	4 days	Neuchatel Switzerland	ADETEF	Deadline: 09.07.2010

## PRODCOM STATISTICS

<b>COURSE LEADER</b>	<b>Brian Williams</b> (Eurostat)
<b>TARGET GROUP</b>	Less experienced (NSI) staff involved in the production of PRODCOM statistics.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants will be required to actively engage in discussions</li> <li>▪ Basic familiarity with general statistical concepts: surveys, sampling, aggregation, confidentiality</li> <li>▪ Basic familiarity with business statistics: variables, classifications</li> </ul>
<b>OBJECTIVE(S)</b>	<ul style="list-style-type: none"> <li>▪ To familiarise participants with the EU framework of PRODCOM and the requirements of existing legislation</li> <li>▪ To improve the understanding of statistical methods used in PRODCOM, particularly the survey methodology</li> <li>▪ To learn about quality requirements</li> <li>▪ To learn about the Eurostat perspective on confidentiality (e.g. EU aggregates)</li> <li>▪ To learn about the need for harmonised data at the European level</li> <li>▪ To learn about user needs</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Purpose of PRODCOM and regulatory framework</li> <li>▪ The PRODCOM list</li> <li>▪ Variables and their definitions</li> <li>▪ Data sources and survey methodology</li> <li>▪ Confidentiality</li> <li>▪ Quality</li> <li>▪ Data transmission to Eurostat</li> <li>▪ Publications at EU level</li> <li>▪ User needs</li> </ul>
<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Lectures by experienced Eurostat and NSI staff</li> <li>▪ Discussions on methodology, sampling etc. to incorporate national experience</li> <li>▪ Visual aids: Powerpoint, access to Eurostat website, demos where appropriate</li> <li>▪ Distribution of documentation</li> </ul>

<b>REQUIRED READING</b>	<ul style="list-style-type: none"> <li>▪ Relevant Council / Commission Regulations:           <p><b>Prodcom regulation 1991</b> Council Regulation (EEC) No 3924/91 of 19 December 1991 on the establishment of a Community survey of industrial production <a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:31991R3924:EN:HTML">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:31991R3924:EN:HTML</a></p> <p><b>Implementing regulation 2004</b> Commission Regulation (EC) No 912/2004 of 29 April 2004 implementing Council Regulation (EEC) No 3924/91 on the establishment of a Community survey of industrial production <a href="http://eur-lex.europa.eu/pri/en/oj/dat/2004/l_163/l_16320040430en00710072.pdf">http://eur-lex.europa.eu/pri/en/oj/dat/2004/l_163/l_16320040430en00710072.pdf</a></p> </li> <li>▪ Prodcom on-line documentation: <a href="http://epp.eurostat.ec.europa.eu/cache/ITY_SDDS/en/prom_esms.htm">http://epp.eurostat.ec.europa.eu/cache/ITY_SDDS/en/prom_esms.htm</a></li> </ul>
<b>SUGGESTED READING</b>	None
<b>REQUIRED PREPARATION</b>	None
<b>TRAINER(S)/ LECTURER(S)</b>	Brian Williams (Eurostat) Mihaela Agafitei (Eurostat)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>20-22.10.2010</b>	3 days	Eurostat Luxembourg	EUROSTAT	Deadline: 01.07.2010

<b>ADVANCED METHODS FOR SAMPLE SURVEYS</b>	
<b>COURSE LEADER</b>	<b>Jean-Pierre Renfer</b> (Swiss Federal Statistical Office - FSO)
<b>TARGET GROUP</b>	Junior staff of methodology divisions and more experienced staff using sample survey techniques in the production of statistics.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Good basic knowledge of sampling techniques and survey methodology</li> <li>▪ Sound command of English. Participants will be required to actively engage in discussions</li> <li>▪ The ESTP course Survey Methodology and Sampling Techniques (highly desirable)</li> </ul>
<b>OBJECTIVE(S)</b>	The course will give an overview of some advanced methods for sample surveys.
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ A short introduction to the "R" software</li> <li>▪ Non-response</li> <li>▪ Calibration</li> <li>▪ Handling of outliers in complex surveys</li> <li>▪ Variance estimation</li> <li>▪ Analysis of complex survey data</li> <li>▪ Practical exercises with the "R" software</li> </ul>
<b>EXPECTED OUTCOME</b>	Understanding of some advanced methods for sample surveys.
<b>TRAINING METHODS</b>	The course is based on lectures and practical exercises, for which computers and the "R" software are used.
<b>REQUIRED READING</b>	Särndall C.E., Swensson B. and Wretman J. (1992). <i>Model Assisted Survey Sampling. PART I: Principles of Estimation for Finite Populations and Important Sampling Designs</i> (Chapters 1 to 5).
<b>REQUIRED PREPARATION</b>	<ul style="list-style-type: none"> <li>▪ Some familiarity with the "R" software is an advantage</li> <li>▪ Participants will have the opportunity to present a problem case. If selected, participants will be asked to make a presentation of their problem area (max. 15 minutes). Interested participants are requested to contact the Course Leader at least one month in advance.</li> </ul>

<b>TRAINER(S) LECTURER(S)</b>	<p>Monique Graf (Swiss Federal Statistical Office – FSO)</p> <p>Beat Hulliger (University of Applied Sciences Northwestern, Switzerland)</p> <p>Daniel Kilchmann (Swiss Federal Statistical Office – FSO)</p> <p>Diego Kuonen (Statoo Consulting, Switzerland)</p> <p>Jean-Pierre Renfer (Swiss Federal Statistical Office – FSO)</p> <p>Paul-André Salamin (Swiss Federal Statistical Office – FSO)</p>
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<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>25-29.10.2010</b>	5 days	Neuchatel Switzerland	EFTA Swiss Federal Statistical Office	Deadline:25.06.2010

## DATA DISSEMINATION AND PUBLICATION OF STATISTICS

<b>COURSE LEADER</b>	<b>Annegrete Wulff</b> (Statistics Denmark)
<b>TARGET GROUP</b>	Decision makers and staff responsible for future plans for the dissemination methods of statistics.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Experience in dissemination of statistics and knowledge of electronic dissemination methods</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The aim of the course is to make participants familiar with the increasing challenges in this electronic era regarding the dissemination of statistics.</p> <p>The course focuses on how the dissemination of statistics increasingly uses electronic media and shows that dissemination is not an isolated item but integrated in the general statistical production. This causes escalating requirements for internal coordination, understanding and staff competence. The course will give the participants a good background for strategic thinking about dissemination in their organisation. It will also ensure that participants are made aware of the challenges connected with the implementation and maintenance of efficient and target oriented dissemination of statistics.</p>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Overview over dissemination methods/ demonstrations</li> <li>▪ What is a dissemination strategy?</li> <li>▪ Search and documentation</li> <li>▪ Output databases as the source for all publishing</li> <li>▪ Visualisation on the web</li> <li>▪ User needs</li> <li>▪ Future trends (printed publications - today and tomorrow- archiving)</li> </ul>
<b>EXPECTED OUTCOME</b>	Participants will have a better understanding of the interaction between traditional publications and electronic dissemination as well as their role in statistical production – today and in the future. This will provide participants with constructive tools when designing a modern dissemination strategy.
<b>TRAINING METHODS</b>	The course consists of a blend of lectures, demonstrations, practical exercises, exchange of experiences and workshops.
<b>REQUIRED READING</b>	None

<b>SUGGESTED READING</b>	<p>SIGMA 01/2006 Statistics for all. Communication best practices:  <a href="http://epp.eurostat.ec.europa.eu/portal/page/portal/product_details/publication?p_product_code=KS-BU-06-001">http://epp.eurostat.ec.europa.eu/portal/page/portal/product_details/publication?p_product_code=KS-BU-06-001</a></p> <p>UN Fundamental Principles of Official Statistics  <a href="http://unstats.un.org/unsd/dnss/gp/fundprinciples.aspx">http://unstats.un.org/unsd/dnss/gp/fundprinciples.aspx</a></p> <p>EU Code of Practice  <a href="http://epp.eurostat.ec.europa.eu/portal/page/portal/quality/introduction">http://epp.eurostat.ec.europa.eu/portal/page/portal/quality/introduction</a></p> <p>Blog about Stats:  <a href="http://blogstats.wordpress.com/">http://blogstats.wordpress.com/</a></p> <p>Optimising Data Accessibility via Reference Metadata Management Principles  <a href="http://www.statistics.gov.uk/events/q2006/downloads/W02_Penlington.pdf">www.statistics.gov.uk/events/q2006/downloads/W02_Penlington.pdf</a></p> <p>Innovative Approaches to Turning Statistics into Knowledge, OECD 2008: <a href="http://www.oecd.org/oecdworldforum/statknowledge">www.oecd.org/oecdworldforum/statknowledge</a></p> <p>OECD's Privacy Policy Statement Generator:  <a href="http://www.oecd.org/sti/privacygenerator">www.oecd.org/sti/privacygenerator</a></p> <p>Innovative Approaches in Turning Statistics into Knowledge, OECD 2009  <a href="http://www.oecd.org/progress/ict/statknowledge">www.oecd.org/progress/ict/statknowledge</a></p> <p>Measuring press citations of individual news releases and publications. A. Tystrup UNECE 2009  <a href="http://www.unece.org/stats/documents/ece/ces/ge.45/2009/wp.16.e.pdf">http://www.unece.org/stats/documents/ece/ces/ge.45/2009/wp.16.e.pdf</a></p>
<b>REQUIRED PREPARATION</b>	<p>Participants are requested to write a short summary of their own activity within their organisation and the practices, problems and experiences of their organisation in the field of data dissemination and publication of statistics.</p>
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Annegrete Wulff (Statistics Denmark)</p> <p>Katja Snuderl (Statistical Office of the Republic of Slovenia - SORS)</p> <p>Jesper Ellemtose Jensen,</p> <p>Lars Knudsen (Statistics Denmark)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>03-05.11.2010</b>	3 days	Copenhagen Denmark	ICON Institute	Deadline: 16.08.2010

<b>SEASONAL ADJUSTMENT ADVANCED COURSE</b>	
<b>COURSE LEADER</b>	<b>Cristina Calizzani and Gian Luigi Mazzi</b> (Eurostat)
<b>TARGET GROUP</b>	Advanced users of seasonal adjustment (SA) methods and/or analysts involved in quantitative short-term economic analysis wishing to enhance their knowledge of Tramo-Seats and X12Arima methods.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Participants must be familiar with seasonal adjustment. Attendance at the ESTP seasonal adjustment introductory course or to time-series analysis and/or seasonal adjustment is required</li> <li>▪ Knowledge of Tramo-Seats and X12Arima methods is required</li> <li>▪ Experience with applied time-series analysis</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The aim of the course is:</p> <ul style="list-style-type: none"> <li>▪ To provide participants with a sound and comprehensive knowledge of all steps of the seasonal adjustment process, in line with ESS guidelines on seasonal adjustment;</li> <li>▪ To train the participants to use the different statistical quality measures related to seasonal adjustment and to provide a better understanding of the concept of validation of SA data;</li> <li>▪ To teach participants how to use Tramo-Seats for windows and X-13A-S.</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ European Statistical System (ESS) guidelines on SA</li> <li>▪ Pre-adjustments: outliers and calendar effects</li> <li>▪ Moving averages and X-12 filters</li> <li>▪ X-12-Arima: methods and diagnostics</li> <li>▪ Model-based decomposition</li> <li>▪ Tramo-Seats: methods and diagnostics</li> <li>▪ Direct versus indirect adjustment</li> <li>▪ Revisions of SA data</li> <li>▪ Validation of seasonal adjustment</li> <li>▪ Seasonal adjustment of problematic and short time series</li> <li>▪ Exchange of practices</li> <li>▪ Other methods and software tools for SA</li> </ul>

<b>EXPECTED OUTCOME</b>	<ul style="list-style-type: none"> <li>▪ Participants will become completely familiar with the ESS guidelines on seasonal adjustment and will be able to apply them to their daily work.</li> <li>▪ Participants will be able to apply and exploit the methodology of programs X-13A-S, Tramo and Seats both for careful treatment of important series and for routine use in large databases.</li> <li>▪ Participants will be able to carefully evaluate the results of seasonal adjustment and make decisions on their validation.</li> <li>▪ At the end of the course, participants will have acquired an in-depth knowledge of Tramo-Seats for windows and X-13A-S methods and will be proficient users of the advanced features of the programmes.</li> </ul>
<b>TRAINING METHODS</b>	Lectures, discussion of some case studies, practical examples of problematic series (participants are invited to share their own), PC lab sessions
<b>REQUIRED READING</b>	Any introductory text book on statistics, such as <i>Introduction to the Theory of Statistics</i> (McGraw-Hill Series in Probability and Statistics), by Alexander McFarlane Mood, Franklin A. Graybill, Duane C. Boes, McGraw-Hill, 1974, ISBN 0070428646
<b>SUGGESTED READING</b>	ESS guidelines on seasonal adjustment. Any intermediate/advanced textbook on time series analysis and, in particular, on ARIMA models, such as, for example, Mills, T.C. (1990), <i>Time-Series Techniques for Economists</i> , Cambridge: Cambridge University Press; Peña D., Tiao G.C. and Tsay, R.S. (2001), <i>A Course in Time-Series Analysis</i> , New York: J. Wiley and Sons; <i>Time-Series Analysis</i> by James D. Hamilton, Princeton University Press, 1994, ISBN 0-691-04289-6
<b>REQUIRED PREPARATION</b>	<p>The participants are required to write a short summary of the activities within their organisation and of the 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.</p> <p>In the application forms, potential participants must indicate any relevant courses they have attended on seasonal adjustment.</p> <p>Due to the high number of requests, the information provided in the application forms will be an important element in the selection process.</p>
<b>TRAINER(S)/ LECTURER(S)</b>	Augustin Maravall (Bank of Spain) David Findley (US Census Bureau) Robert Kirchner (Deutsche Bundesbank)

## PRACTICAL INFORMATION

WHEN	DURATION	WHERE	ORGANISER	APPLICATION VIA NATIONAL CONTACT POINT
<b>15-18.11.2010</b>	<b>4 days</b>	Eurostat Luxembourg	EUROSTAT	Deadline: 06.09.2010

## QUALITY MANAGEMENT IN STATISTICAL AGENCIES - INTRODUCTORY COURSE

<b>COURSE LEADER</b>	<b>Johanna Laiho-Kauranne</b> (Information Centre of the Ministry of Agriculture and Forestry, Finland)
<b>TARGET GROUP</b>	Staff involved in quality management and measurement.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> <li>▪ Knowledge of basic quality issues</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The course will raise awareness of the different ingredients of total quality management in a statistical office: strategic and managerial aspect, quality of the statistical processes, product quality and various ways to measure them.</p> <p>The course will also provide participants with the key quality management and reporting practices applied in the European Statistical System.</p>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Definition of quality in statistics</li> <li>▪ Quality management and different quality frameworks (TQM/EFQM, BSC, ISO9001:2000, Code of Practice, DQAF etc.)</li> <li>▪ Process quality</li> <li>▪ Tools for measuring process quality components (brainstorming, current best methods, technical tools, auditing, benchmarking etc.)</li> <li>▪ Product quality</li> <li>▪ Tools for measuring product quality</li> <li>▪ Strategic management and policy</li> <li>▪ Tools for measuring perceptions of various actors (self-assessments, customer satisfaction, public opinion, staff opinion etc.)</li> </ul>
<b>EXPECTED OUTCOME</b>	Participants will understand the different quality concepts, European Statistical System (ESS) quality criteria, the European Statistics Code of Practice, and the know-how to apply methods to measure quality concepts.
<b>TRAINING METHODS</b>	Lectures, group work
<b>REQUIRED READING</b>	None

<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ ESS quality declaration</li> <li>▪ ESS quality definition</li> <li>▪ European Statistics Code of Practice</li> </ul>
<b>REQUIRED PREPARATION</b>	Each participating country is expected to present their quality framework and practical examples of quality improvements.
<b>TRAINER(S)/ LECTURER(S)</b>	<p>Ms Johanna Laiho-Kauranne (Information Centre of the Ministry of Agriculture and Forestry)</p> <p>Ms Maria Dologová (Slovak Statistical Office)</p> <p>Mr Jussi Melkas (Statistics Finland)</p> <p>Mr Pasi Piela (Statistics Finland)</p>

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>22-24.11.2010</b>	3 days	Helsinki Finland	ICON Institute	Deadline: 07.09.2010

## NOMENCLATURES, CLASSIFICATIONS AND THEIR HARMONISATION

<b>COURSE LEADER</b>	<b>Norbert Rainer</b> (Statistics Austria)
<b>TARGET GROUP</b>	Staff responsible for the development, maintenance and application of national economic and social classifications as well as staff applying these classifications in business registers, business statistics and in the other statistical domains.
<b>ENTRY QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Broad knowledge of statistical classifications</li> <li>▪ Sound command of English. Participants should be able to make short interventions and to actively participate in discussions</li> </ul>
<b>OBJECTIVE(S)</b>	<p>The aim of the course is to provide:</p> <ul style="list-style-type: none"> <li>▪ Advanced understanding of the underlying principles and concepts of the international economic and social classifications;</li> <li>▪ Advanced understanding of the principles and practical application of the classifications;</li> <li>▪ Advanced understanding of the principles and outcome of the revision process of the international economic and social classifications;</li> <li>▪ Exchange of experience in developing national classifications based on international classifications;</li> <li>▪ Exchange of experience in applying economic and social classifications in the Member States.</li> </ul>
<b>CONTENTS</b>	<ul style="list-style-type: none"> <li>▪ Basic principles of classifications</li> <li>▪ International system of linked economic classifications and family of international economic and social classifications</li> <li>▪ Revised ISIC Rev. 4 and NACE Rev. 2</li> <li>▪ National versions of NACE Rev. 2</li> <li>▪ Classifications rules and other implementation aspects</li> <li>▪ Revised CPC Version 2 and CPA 2008</li> <li>▪ Functional/purpose classifications</li> <li>▪ ISCO 08 and other social classifications</li> <li>▪ RAMON, UN classification registry and other classification databases</li> </ul>
<b>EXPECTED OUTCOME</b>	Good understanding of the principles, conceptual basis, application rules in theory and practice and related implementation aspects of the revised international economic classifications

<b>TRAINING METHODS</b>	<ul style="list-style-type: none"> <li>▪ Lectures and presentations</li> <li>▪ Exercises</li> <li>▪ Group discussions</li> <li>▪ Presentations of national practices</li> </ul>
<b>REQUIRED READING</b>	Introduction to NACE Rev. 2 and CPA 2008 (Eurostat publication) and ISCO 08 (ILO)
<b>SUGGESTED READING</b>	<ul style="list-style-type: none"> <li>▪ Introduction to ISIC Rev. 4 and CPC Version 2 (UN publication)</li> <li>▪ Selected papers (available on Statistik Austria's internet page of this ESTP course; the link will be communicated to the participants)</li> </ul>
<b>REQUIRED PREPARATION</b>	<ul style="list-style-type: none"> <li>▪ Presentations of national practices on one of the topics devoted to the exchange of national experience (to be arranged before the course between the course leader and each participant)</li> <li>▪ Copy of <i>NACE Rev. 2</i> and <i>CPA 2008</i> publication, or respective national versions</li> </ul>
<b>TRAINER(S)/ LECTURER(S)</b>	Norbert Rainer (Statistics Austria) Thomas Karner (Statistics Austria)

<b>PRACTICAL INFORMATION</b>				
<b>WHEN</b>	<b>DURATION</b>	<b>WHERE</b>	<b>ORGANISER</b>	<b>APPLICATION VIA NATIONAL CONTACT POINT</b>
<b>29.11-02.12.2010</b>	3.5 days	Vienna Austria	Statistics Austria	Deadline: 15.10.2010

## Abbreviations

ANCOVA	<b>AN</b> alysis of <b>COV</b> ariance
ANOVA	<b>AN</b> alysis <b>Of VA</b> riance between groups
ARIMA	<b>AutoR</b> egressive <b>I</b> ntegrated <b>M</b> oving <b>A</b> verage
BSC	<b>B</b> alanced <b>S</b> corecard (Management tool)
CASC	<b>C</b> omputational <b>A</b> spects of <b>S</b> tatistical <b>C</b> onfidentiality
CNA	<b>C</b> ompetent <b>N</b> ational <b>A</b> uthorities
CoP	European Statistics <b>C</b> ode of <b>P</b> ractice
CPA	Statistical <b>C</b> lassification of <b>P</b> roduct by <b>A</b> ctivity
CPC	<b>C</b> entral <b>P</b> roduct <b>C</b> lassification
DatQAM	<b>D</b> ata <b>Q</b> uality <b>A</b> ssessment <b>M</b> ethods and tools
DDI	<b>D</b> ata <b>D</b> ocumentation <b>I</b> nitiative
DQAF	<b>D</b> ata <b>Q</b> uality <b>A</b> ssessment <b>F</b> ramework (of the International Monetary Fund)
EAS	<b>E</b> uropean <b>A</b> dministrative <b>S</b> chool
EFQM	<b>E</b> uropean <b>F</b> oundation for <b>Q</b> uality <b>M</b> anagement
EFTA	<b>E</b> uropean <b>F</b> ree <b>T</b> rade <b>A</b> ssociation
ESA95	<b>E</b> uropean <b>S</b> ystem of <b>A</b> ccounts (1995)
ESQR	<b>ESS</b> <b>S</b> tandard for <b>Q</b> uality <b>R</b> eports
ESS	<b>E</b> uropean <b>S</b> tatistical <b>S</b> ystem
ESTP	<b>E</b> uropean <b>S</b> tatistical <b>T</b> raining <b>P</b> rogramme
EU	<b>E</b> uropean <b>U</b> nion
GFS	<b>G</b> overnment <b>F</b> inance <b>S</b> tatistics
ISIC	<b>I</b> nternational <b>S</b> tandard <b>I</b> ndustrial <b>C</b> lassification
ISCED	<b>I</b> nternational <b>S</b> tandard <b>C</b> lassification of <b>E</b> ducation
ISCO	<b>I</b> nternational <b>S</b> tandard <b>C</b> lassification of <b>O</b> ccupations
ISO	<b>I</b> nternational <b>S</b> tandards <b>O</b> rganisation

LEG	<b>L</b> eadership <b>G</b> roup
MAR	Data <b>M</b> issing <b>A</b> t <b>R</b> andom
MCAR	Data <b>M</b> issing <b>C</b> ompletely <b>A</b> t <b>R</b> andom
MFA	<b>M</b> aterial <b>F</b> low <b>A</b> ccounting
NA	<b>N</b> ational <b>A</b> ccounts
NACE	<b>N</b> omenclature générale des <b>A</b> ctivités économiques dans les <b>C</b> ommunautés Européennes (French) Statistical Classification of economic activities in the European Communities
NMAR	Data <b>N</b> ot <b>M</b> issing <b>A</b> t <b>R</b> andom
NSI	<b>N</b> ational <b>S</b> tatistical <b>I</b> nstitute
OECD	<b>O</b> rganisation for <b>E</b> conomic <b>C</b> o-operation and <b>D</b> evelopment
PRODCOM	<b>PRO</b> duction <b>COM</b> munautaire (French)
SA	<b>S</b> easonal <b>A</b> djustments
SAS	<b>S</b> tatistical <b>A</b> nalysis <b>S</b> oftware
SBS	<b>S</b> tructural <b>B</b> usiness <b>S</b> tatistics
SDMX	<b>S</b> tatistical <b>D</b> ata and <b>M</b> etadata <b>E</b> Xchange
SNA93	<b>S</b> ystem of <b>N</b> ational <b>A</b> ccounts (1993)
SPSS	<b>S</b> tatistical <b>P</b> ackage for the <b>S</b> ocial <b>S</b> ciences
STS	<b>S</b> hort <b>T</b> erm <b>S</b> tatistics
TQM	<b>T</b> otal <b>Q</b> uality <b>M</b> anagement
TRAMO / SEATS	<b>T</b> ime series <b>R</b> egression with <b>AR</b> IMA noise, <b>M</b> issing observations and <b>O</b> utliers <b>S</b> ignal <b>E</b> xtraction in <b>AR</b> IMA <b>T</b> ime <b>S</b> eries
UML	<b>U</b> nified <b>M</b> odelling <b>L</b> anguage
UN	<b>U</b> nited <b>N</b> ations
UOE	<b>U</b> nesco/ <b>O</b> ECD/ <b>E</b> urostat Database
XBRL	<b>E</b> Xtensible <b>B</b> usiness <b>R</b> eporting <b>L</b> anguage (for electronic communication of business and financial data)
XML	<b>E</b> Xtensible <b>M</b> arkup <b>L</b> anguage

## National ESTP contact points

Please send your application form to the email address indicated for your country

COUNTRY	ADMINISTRATION	E-MAIL ADDRESS
<b>Austria</b>	Statistics Austria	<a href="mailto:estp.contact@statistik.gv.at">estp.contact@statistik.gv.at</a>
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<b>Greece</b>	National Statistical Service of Greece - NSSG	<a href="mailto:NSSG_ESTP_CONTACT_POINT@statistics.gr">NSSG_ESTP_CONTACT_POINT@statistics.gr</a>
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<b>EFTA</b>	EFTA Statistical Office (ESO)	<a href="mailto:ESTAT-EFTA-Lux@ec.europa.eu">ESTAT-EFTA-Lux@ec.europa.eu</a>
<b>EUROSTAT</b>	Eurostat Unit A6: Learning & Development Section	<a href="mailto:ESTAT-ESTP-CONTACTS@ec.europa.eu">ESTAT-ESTP-CONTACTS@ec.europa.eu</a>

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<b>International organisations and countries not mentioned above</b>	<a href="mailto:ESTAT-ESTP-CONTACTS@ec.europa.eu">ESTAT-ESTP-CONTACTS@ec.europa.eu</a>
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