

**OECD WORKSHOP ON BUSINESS AND CONSUMER TENDENCY SURVEYS, WARSAW,
14 SEPTEMBER 2004**

**Location: Aula VII, room no 320, third floor
Warsaw School of Economics, Al. Niepodległości 162, Warsaw**

AGENDA

Workshop objective

The main objective of the one day workshop will be to further work on the priority tasks identified at the joint European Commission - OECD Workshop on International Development of Business and Consumer Tendency Surveys held in Brussels in November 2003. The meeting is envisaged as an intermediate process leading up to more in-depth studies on many of the areas of future work identified at the November 2003 meeting to be addressed at the next joint EC-OECD Workshop that may be held in the second half of 2005.

09.30 – 09.45	Welcome, introductions and background	OECD (Denis Ward)
	<ul style="list-style-type: none">• Expansion of BTS/COS data and metadata in MEI database• Release of second issue of <i>OECD/CIRET Journal of Business Cycle Measurement and Analysis</i>	

Session 1 – Proposals for sharing information

Aims:

To promote harmonization and facilitate best practice through the sharing of information on business tendency and consumer opinion surveys between international organization and national institutes. The facility envisaged is a portal that would provide access to the following:

- existing international guidelines and recommendations;
- questionnaires used by national institutes;
- summary metadata describing key elements of national institute surveys;
- links to selected examples of good national practice;
- data presented in a common format for countries and regional aggregates;
- links to papers from meetings organized by the OECD, European Commission and CIRET.

Key points for discussion in this session will be finalization of the kind of information be shared and their form and format.

09.45 – 11.00	Background to issue of sharing information	
	Presentation of BTS/COS portal	OECD (Ronny Nilsson)
	Discussion	
	Meeting conclusions and recommendations	

11.00 – 11.20	Coffee break	
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Session 2 – BTS/COS metadata standards

Aims:

To enhance the transparency of current national practices in the collection, compilation and dissemination of business tendency and consumer opinion survey data through the availability of appropriate metadata. Metadata provided by various national institutes should contain common items to facilitate comparisons of national practice.

Documentation is already available at the international level on metadata for statistics in general so it is advisable to start from existing material and international metadata standards currently being developed and to discuss the extent these require modifications, respecification or extension for the kind of data disseminated by business and consumer survey providers.

11.20 – 12.30	Presentation of draft metadata standards for both: . metadata content; and . recommended practices for the dissemination of metadata	OECD (Denis Ward)
	Discussion	
	Meeting conclusions and recommendations	

12.30 – 14.00 Lunch

Session 3 - Future development work on key issues

Aims:

Initial discussions on three priority areas of future work to be undertaken over the next 12 months, the priority areas being: (1) improvement of response rates and minimization of respondent load; (2) seasonal adjustment; and (3) harmonization of survey operation and technical design. More specifically:

- exchange of ideas through brief presentations on recent work in these areas by national institutes and international organizations. This would include stock taking of existing material/analysis as background and input for future work.

Participants are therefore requested to review work they may have done in these areas in preparation for the discussion.

- formulation of a process for undertaking future work through the actual creation of task forces comprising representatives from EU and non-EU national institutes, the OECD, EC and CIRET. Outcomes will include the membership of the task forces and agreement on process for communication between members, etc.

14.00 – 14.10	Introduction by session chair	OECD (Denis Ward)
14.10 – 14.40	Ongoing work on guidelines for the seasonal adjustment of BCS data in the EU	European Commission

Session 3 – (continued) Future development work on key issues

14.40 – 15.40	Stock taking of existing material/analysis as background for future work on key issues. Identification of best practices in priority areas which could go on the portal.	All participating countries
	Discussion	

15.40 – 16.00	Coffee break	
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16.00 – 17.00	Organisation of task forces in priority areas, and discussion of their terms of reference, membership and communication issues	OECD (Richard McKenzie)
	Discussion	
	Meeting conclusions and recommendations	

Session 4 – Meeting conclusion and wrapup

17.00 – 17.15	Review of meeting conclusions and recommendations for:	OECD (Denis Ward)
	Sharing information	
	Metadata standards	
	Development work on key issues	
	Other business	
