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STATISTICAL COMMISSION and
ECONOMIC COMMISSION FOR EUROPE

STATISTICAL OFFICE OF THE
EUROPEAN COMMUNITIES (EUROSTAT)

CONFERENCE OF EUROPEAN STATISTICIANS

INTERNATIONAL LABOUR ORGANIZATION

Joint ECE-Eurostat-ILO Seminar
on Measurement of the Quality of Employment
(Geneva, 3-5 May 2000)

INFORMATION NOTE FOR PARTICIPANTS

Purpose of the meeting

1. The meeting is convened under the auspices of the Conference of European Statisticians (CES) jointly with the Statistical Office of the European Communities (Eurostat) and the International Labour Organization (ILO). Its purpose is to help countries exchange experiences on the methods used for measuring various aspects of the quality of employment.

Participation and accreditation

2. Representatives of all member countries of the UN/ECE and of interested international organizations are welcome to participate in the meeting. Participants from other Member States of the United Nations may also attend. All participants must be accredited by the competent authorities of their country or international organization.

3. In order to facilitate the organization of the meeting, the participants are asked to complete the attached registration form and send it to the UN/ECE secretariat.

Date and venue of the meeting

4. The meeting will be held in the Palais des Nations, 8-14, Avenue de la Paix, Geneva from 3-5 May 2000.

Work programme of the meeting

5. The substantive items of the meeting agenda are:

- (i) Forms of employment, types of contract, job and social security (Organiser: ILO)
KEYWORDS: Atypical forms of employment; job permanency; protection against arbitrary dismissal; employment duration; turnover by reason; entitlement to non-wage benefits; coverage by social security and income support schemes.
- (ii) Work schedules and working time arrangements (Organiser: Eurostat)
KEYWORDS: Variable, arbitrary or inconvenient work schedules (including evening/night, weekend, shift work); multiple jobholding; part-year or part-time employment by reason; flexible, zero or annual hours contracts; time-related underemployment; inadequate employment related to excessively long hours of work.
- (iii) Employment-related income (Organiser: Eurostat)
KEYWORDS: Forms of remuneration; level of employment-related income; protection through minimum wage regulations, wage indexation, etc.; gender-specific wage differentials; income-related inadequate employment.
- (iv) Job content and access to training (Organiser: ILO)
KEYWORDS: Interest, variety/monotony of tasks; difficulty/hardship of work; prestige of job; independence; lifelong learning; participation in decision-making, work organisation, etc.; quality of interpersonal relationships; skill-related inadequate employment (inadequate utilisation and mismatch of occupational skills); opportunities for career advancement/occupational upward mobility; opportunities for training to retain/upgrade occupational skills.
- (v) Voice representation (Organiser: ILO)
KEYWORDS: Legal status/protection; trade union/association membership; coverage by collective bargaining mechanisms; strikes and lockouts.
- (vi) Occupational safety and health (Organiser: ECE)
KEYWORDS: Exposure to accidents and illness at work, and protection against them.

Documentation and official languages

6. There are two main categories of papers, **invited papers** and **supporting papers**. Each of the agenda items will have a Session Organizer who will contact a small number of countries to ask them to prepare an invited paper

for that item. These invited papers will provide the main basis for discussion. However, issues raised in the other papers that countries contribute to the meeting (Supporting Papers) will also be discussed under that item.

7. The meeting will be organised with English, French and Russian interpretation and translation. The documentation will be reproduced only in the working languages of the meeting in which they are submitted. However, authors are requested to prepare short summaries of their papers, and they will be translated and issued in all three languages. The papers, their summaries and other information related to the meeting will be available at the UN/ECE Statistical Division's WWW site: <http://www.unece.org/stats/>

8. Countries which intend to contribute a paper to the meeting on any of the topics listed in para. 5 above should inform the UN/ECE secretariat about their intention and indicate the topic(s) to which the paper will relate. Papers should be a maximum of ten pages in length (1 Mb in electronic form), and they should be submitted to the ECE secretariat by 28 February 2000 in both electronic (a unique Word or Word Perfect file transmitted using e-mail or diskette) and paper form in English, French or Russian, together with a two-page summary that should reach the secretariat by 8 February 2000 (the papers will not be translated, but the summaries will be). Papers sent by e-mail should be sent to the following address: labour.stat@unece.org.

Accommodation, passports and visas and travel arrangements

9. All participants attending the meeting are requested to have a valid passport and, if required, a visa. Applications for visas should be made to the embassy or consulate of Switzerland in the country in which the participants reside. Visa applications should refer to the United Nations Economic Commission for Europe and the joint UN/ECE-Eurostat-ILO Seminar on Measurement of the Quality of Employment. If a formal invitation letter is required by the embassy, this can be requested from the UN/ECE secretariat.

10. Participants are requested to make their own hotel and travel arrangements.

11. Maps of Geneva, list of hotels and information for visitors of the Palais des Nations including the situation plan are available on the World Wide Web at:

<http://www.unece.org/stats/geneva.e.html>

Registration

12. Participants are kindly requested to send their registration forms to the UN/ECE secretariat. They are also requested to arrive early enough to obtain their ID badges from the *Security Identification Office (Villa les Feuillantines, 12, Avenue de la Paix)* prior to the commencement of the meeting. The Security Identification Office is open during workdays from 8 a.m. to 5 p.m.

Please send this form by fax to the UN/ECE Statistical Division: +41 22 917 00 40



UNITED NATIONS OFFICE AT GENEVA

Meeting Registration Form

Please Print

Date _____

Title of the meeting

Delegation of (country) or Organization

Participant

Mr. <input type="checkbox"/>	Family Name	First Name(s)
Ms. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Miss. <input type="checkbox"/>		

Participation Category

Head of delegation <input type="checkbox"/>	Observer (organization) <input type="checkbox"/>
Delegation member <input type="checkbox"/>	NGO <input type="checkbox"/>
Observer (country) <input type="checkbox"/>	Other (Please specify below) <input type="checkbox"/>
...	

Participating From / Until	
From <input type="text"/>	Until <input type="text"/>

Document language preference English French Russian

Official occupation (in own country) <input type="text"/>	Passport or ID Number <input type="text"/>	Valid Until <input type="text"/>
Official telephone N°. <input type="text"/>	Fax N°. <input type="text"/>	E-mail address <input type="text"/>

Permanent Official Address

Address in Geneva

Accompanied by Spouse Yes No

Family Name (Spouse)	First Name (Spouse)
<input type="text"/>	<input type="text"/>

On Issue of ID Card

Participant Signature

Spouse Signature

Date

Security Use Only

Card N°. Issued

Initials, UN Official