

Summary
Regional Coordinators meeting
The World Bank, Washington D.C.
17- 21 May 2004

In a brief welcoming address Shaida Badiiee expressed satisfaction at the cooperation between the regional offices, the global office and national and international statistical institutes for the successful implementation of this very important project and stressed particularly on the critical role of the regional coordinators at a time when the program is moving decisively towards price collection. She highlighted the continuing support of the World Bank and the UNSC for the ICP and its objectives and expressed her hope that this meeting would resolve outstanding critical issues and move the project successfully towards price collection in October this year.

A review of the ICP activities since November 2003 follows. The minutes end with a summary of action items for the regional and global offices.

Overview ICP activities:

Conference objectives:

- Review of global office activities and current status
- Review of regional office activities and current status
- Agree on work plan and timetable with regard to Product Specifications, Data Collection, Ring Comparison, etc.
- Determine training requirements for Tool Pack, sampling and price collection, etc.

A summary of activities since the previous workshop follows:

ICP Handbook: The following new chapters of the ICP Handbook are now accessible from the ICP website: Editing and Validation (Chapter 7), Government Services (Chapter 8), Capital Formation (Chapter 9) and Basic Heading Parities (chapter 10). Chapters 8, 9, and 10 are in draft form for discussion purposes. Chapter 7 contains live data and a good worked example on validation procedures. Chapters 8, and 9 are still subject to TAG approval. Although the Handbook was originally conceived as a 'live document', with price collection looming near it was felt by all present that it was best to bring it to a closure after a final review. It was recommended that any further changes/updates be added to the chapters as amendments.

ICP software: The ICP Tool Pack has already been tested extensively in the World Bank and further testing and evaluation is being carried out by selected national statistical agencies. All related documentation have been prepared, including installation guides and user manuals.

ICP newsletter: ICP News, the quarterly e-newsletter published by the global office is intended to bridge communication gaps between the regional offices and the global office. Two issues of the newsletter have already been published. There is a need for active input from regional offices in the newsletter as well as continuous feedback in order to improve its contents and meet its objective of keeping all stakeholders well informed about ICP activities on a regular basis.

Discussion Pages: Two electronic discussion pages have been set up by the global office for ICP experts in order to encourage dialog about important methodological issues. These are: SPD Discussion Page and TAG Discussion Page.

Fundraising efforts: The ICP budget deficit is now down to 2 million USD from 6 million USD last year, thanks to the support of the World Bank and regional office efforts. Appreciation was expressed for the good news that has come out of the regions regarding resource mobilization.

Technical Advisory Group: In a meeting in January this year, the TAG provided input on housing, government services, construction and capital equipment. The group also recommended a full multilateral ring comparison at the regional level and suggested a group of countries for it. The data collection for this will start in July 2005. Consultants are currently preparing the relevant specifications. The Global office is coordinating Health related SPDs with the World Health Organization (WHO). These are likely to include a standard list of 200 medical products, common medical procedures and medical procedures that are representative and comparable.

Executive Board decisions: In a meeting in February this year the ICP Executive Board directed the Global Office to target full GDP comparison in this round of the program. The Board approved the 3rd Quarter of 2005 as the collection period for the Ring Comparison. The regional offices will have to contact the countries included in the Ring Comparison list for their decision about participating. The Global office will follow up with a formal letter of invitation. The Board also directed the Global Office to prepare advocacy materials. In response to another Executive Board directive, Chapter 7 of the ICP Handbook has been supplemented with more detailed guidance on determining when and where to price and how to do validation and analysis.

Africa status report:

Michel Mouyelo-Katoula, regional coordinator

Product Specification: The regional office has largely followed the process recommended by the Global Office in preparing product specifications:

- Receive global SPDs from Global Office
- Adjust for African countries
- Send to countries for their opinions
- Comments received from countries
- Modifications made to SPDs as per recommendations from countries
- Translate into French.

Two groups of SPDs have been worked on, namely, Food Clothing and Footwear, and Furnishing, Transport and Communication. The first group of products has been finalized after lengthy and fruitful discussions with countries. Although substantive modifications had to be made to the global SPDs, the critical issue for Africa is translation: SPDs sent by the global office have to be translated into French for Francophone countries, which has proved to be a daunting task. The regional office has also reviewed the SPDs on Recreation, Culture and Restaurants, although this group has not been discussed at the country level yet. The regional office expects to complete the list of specifications by June this year at the latest.

A workshop/seminar was convened in Yaounde, Cameroon in April to discuss how best to prepare for price collection in detail with ICP national coordinators, deputy coordinators and directors of national statistical offices. A training workshop was also organized for administrative assistants to instruct them on procurement, disbursement and audit procedures. The coordinators and their deputies went through SPDs, methodological issues, etc. A supplement to Chapter 6 is being prepared to provide more specific guidelines and survey specific information to the national coordinators. Another meeting will be convened where practical issues like the process to be followed in price collection, putting in place supervisors and price collectors, etc will be discussed. Price collection in Africa will take place in both rural and urban areas. Each country will be divided into provinces and each province will be divided into two zones. Problems in individual countries will be looked at on a case-by-case basis. The countries have been advised to prepare their own manuals based on the supplement to Chapter 6 prepared for Africa.

Tool Pack: The Africa region wishes to train their own team in Tunisia (comprising of AFDB staff and selected country participants) to install and use the Tool Pack so that they can, in turn, impart training to national office staff.

Product Photographs: Photos of products have been collected and are waiting to be uploaded into the relevant software. The photos have not been documented yet.

Fundraising: The regional office is very optimistic about the funding situation in Africa. The AfDB Board of Directors is meeting on ICP matters in early June this year. It is expected that the Board will supplement the funds provided by the World Bank, DFID, Norway, etc with a grant of USD 26 million. The African Capacity Building Foundation will provide another a further USD 1 million (agreement to be signed in June with AFDB).

The larger objective of the program in the region is to build statistical capacity in Africa. National Accounts in Africa are far below international standards. Not all countries implement the SNA. That is why the regional office has stressed the importance of having one National Accounts expert and one Price Statistician as ICP national coordinator and deputy coordinator in each country. ICP is seen as a vehicle for capacity building and price statistics by the regional office. All the countries in the region are enthusiastic about this. 8 West African countries have their own harmonized CPIs. They are ready to replace their CPI systems with the ICP Tool Pack. The issue of harmonizing the program with CPI is of utmost importance to Africa. It is hoped that by 2006-2007 ICP numbers can be derived directly from CPI compilations.

The Africa region has continued to use their own system (in EXCEL) to derive product specifications. The region has not used the SPD software yet. The same is true for Latin America, however, both regions will have migrated to the SPD software by the inception of data collection. The AfDB has commissioned the design and layout of national ICP websites in the region. Raw micro data will be sent back and forth between the country offices and the regional office online.

Asia status report:

Bishnu Pant, regional coordinator. Keith Blackburn, consultant.

Product Specifications: The Asian Development Bank had contracted out product list development work to the Australian Bureau of Statistics. Their approach was similar to Africa's. Product lists were prepared after a series of communications with individual countries, especially with regard to information about CPI and non-CPI representative items. A major workshop was organized in January-February this year where participants reviewed all the proposed products and came to a final agreement. The product specifications were loaded into the SPD software in a form readable by Tool Pack using a highly structured approach. It has been decided that the product list will be translated into 18 local languages in Asia. Translation of labels and characteristics have been completed and reviewed. By mid-June translations of characteristic values are expected to be complete. One major issue that came up during translation was that the same word had been used to convey many different meanings, and different words had been used to convey the same meaning in the product specifications. Much more attention needs to be put into linguistic issues when compiling product specifications in the future. Housing, Water SPDs were sent to country offices last Friday. Transport, Communication, Recreation, Culture and Restaurants will be sent to countries over the next 3 weeks. Housing, Furnishings, Transport and Communication are expected to be finalized by mid-July. All final product specifications will be entered into the Bridge software after the workshop in July. The schedule is very tight but achievable.

Product photographs: The approach taken by Asia is that every country should have their own product photo set. Individual countries have been delegated the work of collecting the product photos. These are currently being documented (labeled and numbered) according to the Tool Pack scheme by the ADB office in Manila. The process is about two-thirds complete.

Harmonization with CPI: This is not a basic objective in the Asia region.

Training: Training workshops to prepare for price collection have already been organized for the South Asia and South East Asian regions. The same will be done for the remaining countries.

Governance: Participating countries have already signed MOUs with ADB.

Fundraising: USD 1.25 million has been mobilized so far this year which should be able to support the program till mid-2005.

CIS status report:

Youri Ivanov and Vasily Kuznetsov

The situation in ICP CIS is different from that of other regions. Having completed a comparison of GDP in 2000 in the same framework as the ICP, the region has considerable experience as far as methodological and other practical issues are concerned.

Though all CIS countries compute their GDP estimates on the basis of the concepts and definitions of the System of National Accounts 1993 and therefore are, internationally comparable, efforts have been undertaken recently to improve the methodology to compute selected components of the GDP such as final consumption expenditure of general government and final consumption expenditure of non-profit institutions serving households. The government finance statistics which is the major source of data for compilation of accounts for the general government sector are not harmonized with neither national accounts nor the international standard (IMF manual on GFS, released in 2001) in any CIS country. Therefore it was essential to prepare a document which describes the procedures needed to derive data from state budgets (the major component of the GFS in CIS countries) for the appropriate categories of national accounts, and the general government final consumption expenditure.

Another document was prepared to improve the estimates of final consumption expenditure of NPISH. It includes recommendations on sources of data needed to compile the accounts for NPISH. Treatment of non-observed economy (underground and informal economy) in national accounts of the CIS countries is another topic important for securing exhaustiveness of the estimates of GDP and their international comparability. The CIS Statistical Committee has recently surveyed the practices of the CIS countries in this area. The results of the survey show considerable differences in the share of non-observed economy in the GDP of the CIS countries and they may be attributed (at least partly) to deficiencies in the methodology. The measuring of non-observed methodology will be discussed at the international seminar to be held in St.Petersburg at the end of June. It is hoped that the recommendations of the seminar will help CIS countries to improve their estimates of GDP.

Two documents have been prepared jointly by the CIS Statistical Committee and Federal Statistical Service of Russia (former Goskomstat of Russia) to secure effective participation of the CIS countries in comparison of GDP for 2004. They are: i) classification of expenditure of GDP and ii) principles of selection of representative items and their valuation. The latter document explains the procedures for derivation of average national prices of representative items, and the procedures for identification and valuation of consumption from own production.

Translation: The ICP CIS office is currently translating the ICP Handbook to Russian. Four chapters will be available for distribution in CIS countries soon and they will also be made available in the ICP CIS website.

Product list: ICP experts from the CIS region (except Uzbekistan) met in April this year to discuss and finalize consumer item lists for 2004. List of investment goods will be discussed in a meeting of ICP experts in August/September. The consumer item list is based on country proposals and contains 1,350 items (the list is an updated version of the previous comparison).

The approach used is similar to the one used by OECD Eurostat. The asterisk method is used for multilateral comparison. CIS is starting price collection in July, earlier than the other regions.

Governance: Council of heads of statistical offices of CIS countries confirmed the participation of 11 CIS countries in the ICP program. MOU's have been approved by governments and signed. Uzbekistan may withdraw its participation.

In response to a request from the Global Office, Mr Kuznetsov agreed to send the global office the CIS list of Health related products.

Western Asia status report:

Mr Mohamed Al-Badrawi

Product Specifications: Structured Product Descriptions (SPDs) for the first group Food Clothing and Footwear were distributed to participating countries in October 2003. Ten countries have submitted their PSs to the regional office. This group of products will be finalized in a National Coordinators meeting and workshop scheduled for June 2004. National coordinators and two statisticians from the National Statistical Offices have been invited from each participating country. The workshop will also provide guidance on pre-survey preparations, training on price collection using the Tool Pack software, discuss GDP weights and other national accounts issues, and set a time table.

Translation: Chapters 3-7 of the ICP Handbook are in the process of being translated in Arabic. The Tool Pack interface strings and messages have also been translated. Glossaries have been prepared in Arabic for SPDs. Picture glossaries have also been compiled for Furnishings and Utilities and Transport and Communication in order to help identify the product more easily.

Training: A workshop is scheduled in June for National Coordinators, Price statisticians and National Accounts Statisticians for practical training in the preparation for price collection. A two-day training workshop has also been scheduled for training on the installation and use of the Tool Pack. Mr Badrawi recommended that the training be imparted jointly by an IT expert and an ICP expert from the Global Office. He also suggested that trainers from the regional office and selected countries be trained first and then trainees from country offices can be trained by the trainers. Mr Badrawi presented a potential schedule for comprehensive training on the Tool Pack in the lead up to price collection.

Fund raising: As per the agreement with the World Bank, ESCWA contribution to the ICP program is in kind. The estimated total budget of ESCWA-ICP is USD two million. The Arab Fund for Economic and Social Development (AFESD) has contributed about USD 345,000 to the budget. A letter of agreement had been signed and transfer of the fund to ESCWA Regional Office is in process. Understaffing is a perpetual problem in the regional office due to budget constraints.

Latin America and the Caribbean status report:

Louis-Marc Ducharme

Governance: The funding for the region is provided by the Canadian International Development Agency (CIDA). The regional coordination is provided by the Statistics Canada and the Economic Commission for Latin America. The regional coordinators are Louis Marc Ducharme (operating regional coordinator, Statistics Canada) and Heber Camelo , ECLAC. Jacob Ryten provides overall direction.

Product lists: 3 rounds of meetings were held with Mercosur and Andean countries with the objective of completing product specifications for food. The rest of the basket will be finalized in June this year. Questionnaires have been sent to all the countries and responses are being awaited. The Latin American region has good CPI programs in place with large samples and

adequate product specifications. CPI will be used as a base for ICP in this region. The regional office is currently in the process of identifying where CPI needs to be supplemented. The provisional list for Food will be sent to the Global Office asap.

Tool Pack: The regional office has concerns about Tool Pack training. A training schedule was requested.

Product photographs: The region has asked countries to compile photo albums for products, outlets and neighborhoods.

Translation: The LAC version of Chapter 6 of the ICP Handbook has already been translated in Spanish and Portuguese. The Tool Pack interface strings and messages have also been translated.

Ring comparison: Brazil and Chile have been sent formal letters to participate in the Ring Comparison. Louis Marc raised the issue of funding for the ring comparison. At the moment there is a small budget of about USD 20,000 per country for Ring comparison.

The large scale use of two languages, namely Spanish and Portuguese, probably made work much easier in the LAC region compared to Asia and Africa. Unfortunately, Central American countries had to be excluded from the program due to lack of funding. At this point even if funding is available, it will not be possible to integrate them. The regional office is currently trying to get agreement from the participating countries to share micro data. Brazil has agreed to share micro data with Statistic Canada who will do first aggregation and send it to ECLAC.

Conclusion:

Pricing for Food, Clothing and Footwear as well as the rest of consumption will start in October this year. There is still much work to be done in a very short amount of time.

The meeting discussed timetable, procedures and policy related issues over the next five days. Please see summary below.

Product Specifications:

Level of detail: It was decided unanimously that the price collector should be given exact details of the products to be priced. Products not available should not be substituted arbitrarily. The price collector should state clearly in the Remarks section of the price collection form if the product priced is different from the product specified.

Number of specifications: Rules of counting are needed when comparing the number of products between regions. The Global office has to be informed about the number of products in the list after finalization of specifications. The LAC has 200 food products on their regional list, while the Asian region has 320 food, clothing, and footwear items on its list after finalization. Sultan Ahmed provided a presentation showing that each country pair should have about 5 price ratios for robust PPPs, although there can be fewer for very homogeneous Basic Headings.

Alan Heston, TAG chair took part in the discussions. He will send a letter to the TAG summarizing their recommendations and his conclusions based on their input and the discussions at the workshop.

The schedule for the finalization of the product specifications is shown in the attached Excel worksheet.

Construction:

The presentation on Construction Specifications by African Development Bank consultants was very well received by meeting participants who asked for detailed work plans and timetable. Costs for Construction also need to be estimated. For comparison purposes, the LAC region has estimated a budget of USD 180,000 for construction.

Ring Comparison:

It was decided that the linking of the regions for Ring Comparison will be coordinated by the global office, but communications with the countries will be through the regional coordinators, rather than directly with the countries. Translation issues plus the need to have one line of communication with the countries were the primary reasons. Policy on the level of PS detail will continue with the development of the Ring list. The SPD procedure and Tool Pack will be used as the platform for all regions and Ring countries. The PSs for the Ring are to start with Regional specifications, but the regional coordinator should attempt to show which products the Ring country will be able to price.

All regions are to send the regional product specifications to the Global office in English. The food, clothing, and footwear specifications need not be in the SPD format, however, the remaining product specifications need to be converted to the SPD format.

Other pending Ring issues:

The regional offices are to notify all the countries officially. In order to write the necessary letters the Global Office needs the name, title, address, etc of head of country National Statistical Offices. The regional offices needs to send them to the Global Office urgently.

The Regional coordinators also need to work out how to deal with the translation of Product specifications with countries when they finalize the product lists for the Ring collection..

Ring countries: In February the Executive Board had agreed to the following list of countries for the Ring Comparison:

Africa: Egypt, Kenya, Senegal, S Africa

Asia: Hong Kong, Malaysia, Singapore, Sri Lanka

CIS: Russia, Kazakhstan

Eurostat/OECD: UK, Japan, Estonia, Slovenia (Australia)

W Asia: Oman, Jordan

LAC: Brazil, Chile

The Africa Regional Coordinator asked that Cameroon should be added to the African ring list in response to the special request from Cameroon's finance minister. Participants felt that as no other country is representing Central Africa, the request to add Cameroon was quite reasonable. This will be put to the Executive Board in the meeting scheduled for June 11, 2004. The costs of including an extra country will be borne by AFDB. The Asia regional coordinator said that Singapore had declined the invitation to participate in the Ring. But the regional coordinator felt that 3 countries from Asia were sufficient and therefore Philippines has been dropped from the list.

Egypt is a ring country and will also be pricing both the African and Western Asian product lists. The TAG will be asked to advise how the data should be used in the regional comparisons.

SPD Software updates:

The regions would like to have the latest version of the SPD software asap. If the documentation is not ready in time, it should follow later. But the software has to be sent to the regions urgently.

Data Transfer priorities—submission of raw data vs. means, variances, etc:

The first priority should be for countries to send raw data to the regional offices. If a country is impeded by legal restrictions from sending raw statistical data, the LAC approach may need to be followed which was to have the country involved sign a letter of agreement with Statistics Canada regarding confidentiality procedures. Jacob will provide a copy of this letter. The second priority is to send the means, variance, max-min price, number of reports after each data collection, not at the end of the whole data collection. If the country is large and divided into sub regions, then data from all the sub regions must be sent after each collection. It was also suggested that the means be sent by outlet type as well.

Quaranta Tables—(inter country analysis of average prices and PPPs):

It was agreed the policy should be that countries should see each others' data in the Quaranta Tables at the end of the data collection. It was also stated that the regional coordinators need to make sure the participating countries understand this policy.

Outlet types:

The classification of outlet types in the Tool Pack will be amended. At present the classifications are based on the Eurostat definitions as a starting point, but in greater detail.. The Regional offices need to send a list of preferred classifications to the Global Office. The Global Office will send a template to the regional offices for this purpose.

Tool Pack Training:

Tool Pack training requirements are in the attached Excel file along with tentative schedules.

The Tool Pack implementation schedule has the following due dates:

Complete Country testing by June 12, 2004. This coincides with the first training workshop.
 Complete PAM version 2 (Quaranta Tables) by 1 November.
 Complete Bridge 2 (CPI data into Tool Pack) by 1 September.

Prepare questionnaire for regional coordinators to send to countries to ascertain the kinds of computers, operating systems, and software to make sure they have the proper equipment to install the Tool Pack.

Regions are to name someone on their staff to be a contact point for Tool Pack problems coming from countries.

Prepare template to be used export specifications from the Tool Pack so that Product specifications can be translated into local country languages.

Tool Pack Preparations:

Procedures to upload the regional list of products into the Tool Pack were discussed, and agreement was reached to use the following steps:

- Regional Offices create their final Regional PSs in English in XML format
- Regional Offices send the XML files to the Global Office
- Global Office transfers the XML files into Tool Pack-specific Excel files (through the Bridge)

- Regional Offices translate the Excel files into the 5 UN languages other than English; namely Spanish, French, Chinese, Arabic, and Russian.
- Global Office uploads the Excel files into the Tool Pack Price Administration Module and sends it to the regions.

In some regions, other non-UN languages are needed. The Tool Pack Price Collection Module has the facility to download the Data Collection Forms into Excel, thus allowing the Regional Offices to translate these forms into any language they need.

Translating the Tool Pack into Portuguese was discussed. Mr. Ryten noted that the Portuguese Tool Pack would be needed by Brazil and some countries in Africa. The Global Office will consider this matter if time and resources allow.

Advocacy and Communications Campaign:

In response to the Executive Board's directive to create a platform for developing a clear understanding of ICP activities and its significance, the Global Office is planning an advocacy and communication strategy. The objective is to help develop deeper relations and improved dialogue with international donor organizations and national policy makers and keep them committed to the Program and to create awareness among media practitioners and academic circles as well as the general public. This session of the meeting was used to look at available options and get input from the regional offices. It was suggested in the presentation that the campaign would take place on several levels.

One targeting donors in order to open up new sources of funding. As part of this campaign, an information package consisting of advocacy papers/brochures/handouts would be prepared and translated for use in the regions.

On another level, the media would be used to increase the profile and visibility of ICP via write ups in the international press, articles in academic publications and articles in relevant international newsletters, periodicals and publications (targets World Bank research newsletters, ADB Asia Economic Monitor, UNSC newsletter,, UN ESCAP newsletter, Statistical Institute Asia and Pacific newsletter, etc. Participants were asked to identify other similar publications in their regions to target. A forum would also be organized inviting relevant government officials, media practitioners, think tanks, academicians, etc to create awareness about the ICP program. The ADB has such an event in their pipeline. The same could be followed in the other regions. It was suggested that the World Bank meeting in September where all foreign ministers are coming together could be used to promote ICP activities. Press releases will also be sent to the media prior to the commencement of price collection.

On the third level, marketing material will have to be prepared for national statistical offices and brochures/flyers will have to be written for price collectors to give to store managers and shopkeepers as they start collecting prices. The AFDB will send some material from their documents to be incorporated in the marketing material.

ICP Newsletter: The ICP News keeps partners and stakeholders well informed about ICP's work-in-progress, upcoming events, learning tools, etc. It should be used as marketing material as well. Alerts should be sent out to all partners, TAG, Executive Board members and other interested people when a new issue is published. The regional offices' cooperation was sought to ensure the timely publication of the newsletter. A focal person was asked to be identified who would take responsibility in each region to send contributions.

ICP websites: All ICP websites need to have links to each other. Alerts should be sent out to all relevant parties whenever the websites are updated so that all involved can make timely use of the latest material. Regions should consider using the websites to exchange data with participating countries, create bulletin boards with check lists of activities and provide feedback to each other.

Summary: It was suggested the next workshop be in late September or early October. By then, they should be given direction on Housing, Health, Education, Gov't and Capital formation. Ring country procedures including aggregation methods should be presented.

Review of Action Items

Action item—Product Specifications.

- Regional coordinators are to send revised SPDs to the Global office so that the global SPDs reflect the regional changes.
- Regions are to send the product specifications prior to the finalization workshops.
- After the finalization workshops, the global office is to receive a count by basic heading of the number of products, and by product the number of countries for which the product is representative or comparable. The Global office will provide a template for this summary.
- After the product lists have been finalized, they are to be sent to the Global Office which will move them into the Tool Pack via the Bridge program.

Action Item—Construction:

- The consultant's report is due by June 10 and will be submitted to the TAG for their review. The Global Office will prepare a work plan for Construction that will apply to all regions.

Action Item—Ring Comparison

- Regions will send English translations of food, clothing, and footwear product specifications to the Global office by August 1. If they are not in the SPD format, the Global office will do so to expedite work on the Ring Comparison. The regions will be responsible for submitting the remaining products to the Global office in SPD format and software.
- Regions are to supply the Global office the names, titles, and addresses of the heads of the national statistical organizations to receive a formal letter of invitation to participate in the Ring comparison.
- The Global Office is urged to finalize the methodology to be for the Ring Comparison.

Action Item—SPD Software:

- Updated software is to be sent immediately to the regions even if user documentation is not yet updated.

Action Item—Data Transfer Priorities:

- Send countries copy of letter used by LAC to enable a country to share raw data and stay within its confidentiality requirements. Regions are to encourage countries to submit raw price observations after each data collection period.

Action Item—Inter Country Analysis (Quaranta tables)

- Regions are to ensure the heads of national statistical offices understand that their average prices and parities will be seen by all countries in their region.

Action Item—Tool Pack Training

- Training schedule shown in attached Excel worksheet.
- Country testing to be completed by June 1, 2004
- The CIS region to translate Tool Tack screens, etc into Russian as soon as possible.
- Bridge 2, which will format data collected via CPI programs into the Tool Pack, to be completed by September 1. This will be move individual price observations at the product level into the Tool Pack
- Prepare excel file reflecting information on the price collection form so that countries can translate the information into the local languages.
- Finalize PAM 2 by November 1 which will contain the Quaranta tables and be fully tested and translated.

Action Item—Advocacy

- Prepare materials as background for international publications
- Prepare materials for appropriate World Bank newsletters
- Prepare materials for national office use ranging from materials to give to ministers of finance to price collectors.

END