

Meeting Notes
International Trade Statistics Conference #4
U.S. Census Bureau, Suitland, Maryland
September 15-19, 2008

Participants:

Australia Bureau of Statistics (ABS)

Bernard Williams

Statistics Canada (STC)

Craig Kuntz

Alan Torrance

Roger Therrien

Clancy Barrett

Statistics New Zealand (SNZ)

Kenneth Smart

United Kingdom HM Revenue and Customs (HMR&C)

Sandra Tudor

Andrew Kochen

United States Census Bureau (USBC)

David Dickerson

Matthew Przybocki

Monday, September 15

Morning Session (9:00 a.m. – 11:30 a.m.) – Location: La Bergerie, Alexandria, Virginia

Introduction:

David Dickerson welcomed the participants to the conference. He asked for a moment of silence in remembrance of David Dodds, a former director at STC. Dave mentioned that pictures taken throughout the week would be made available to all in a format TBD.

Country Updates Roundtable: Collection of Trade Statistics: (Examination of issues involved in collection of trade statistics from Customs and non-Customs sources.)

Presentation: Linking Business Data and Trade Statistics - (USBC)

- USBC currently links business data (through the Business Register) with trade statistics.
By type of industry and size
 - Organization for Economic Co-operation and Development (OECD) steering group for international standard measurements to develop global indicators of trade
 - Developed tables using 2003-2004 profile
- Have exporter database; attempting to include importer database
Issues to research to develop importer database:
 - Lack of funding
 - International Revenue Service (IRS) approval process
 - Quality of automated system (accuracy of importer information)
 - Methodology of current linking – seek guidance from Census Advisory

Note: Upcoming Business Register Conference in Paris in November. Funding is possible through a consortium.

Presentation: Automated Commercial Environment (ACE) - (USBC)

- Purpose is to improve quality and timeliness of data
- Extract more often than weekly
- Features include:
 - Editing capabilities
 - Reference files
 - Override function
- All fields made available
- Limited on-line January 2009

Question: How would override abuses be controlled?

Response: USBC responded that it would be through monitoring.

Presentation: Automated Foreign Trade Zones (AFTZs) – (USBC)

- E-214 paper forms and Foreign Trade Division (FTD) creates automated forms.
- 150 of 200 companies reporting in E-214 program; working with the other 50 companies.
- Participation is not mandatory and some companies have reverted back to paper due to costs.
- Working on best practices manual for FTZs.

Question: What about coverage? USBC responded that coverage is better especially when tracking goods moving out of the FTZs (\$30 billion per month).

Presentation: Document Management System (DMS) – (USBC)

- Governments Division (GOVS) created the DMS to meet their needs.
- Early 2007, DMS team and sub teams created in FTD.
 - Centralized final documents (repository).
 - Live in spring 2008.
- So far, branch business plans and activity reports posted.
- Goal is to implement an electronic approval system.
- Also, to post computer specifications and programs.

Question: Is the entire Economic directorate participating in DMS?

USBC responded that no, not the entire directorate; however, the Business Process Improvement Team (BPIT) is looking at the possibility of it for knowledge management.

ACTION ITEM: *USBC will update the other participating agencies on status once the entire Economic Directorate has decided upon a system to implement.*

Lunch in La Bergerie, Alexandria, Virginia

Monday, September 15

Afternoon Session: -- Location: USBC, Conference Room # 3

Country Updates Roundtable: Collection of Trade Statistics (continued)

Presentation: United Kingdom HM Revenue and Customs (HMR&C) Update

- Trade statistics in the revenue department.
- European Union (EU) aspect negotiation.
- Intra-stat system; movement within EU run by HMR&C.
- 135 staff; approximately 2/3 intra-stat data collection, now merged and downsized.
- New statistics legislation; independent EU.
- Some key areas noted in assessment.
 - Lessen burden on reporters.
 - Streamline flow.
- Control systems; secure, trusted trades receive preferential treatment (i.e., report in any member state).
- Only a few currently; reports to UK separately.
- Estimates of fraud; to avoid paying duties.
- UK makes adjustment (only for EU) for balance of payments (BOP) and trade for fraud.
- Money laundering – working with Department of Homeland Security (DHS) and approached by Immigration and Customs Enforcement (ICE).
- Dedicated website for trade statistics – may be merged on one business site.
- Electronic submission ~63%.

- Mainframe needs update.

Question: What about imports into the EU? HMR&C answered that the import/export VAT loss, getting harder to identify fraud/loss of taxes.

Presentation: Foreign Trade Regulations (FTR) Mandatory Automated Export System (AES) – (USBC)

- USBC is writing and updating regulations.
- Communicating with other government agencies.
- 95% compliance rate.
- 1.4 million records per month.

*Question: What prompted legislation in 2002?
USBC responded 9/11 – not intended to be enforcement, but useful.*

Presentation: Currency of Invoicing - (HMR&C)

- EU Commission for non-EU trade.
- 2010 and in even years.
- Exports not required; must be collected by survey or other method.

Questions: Is this a common problem? What recommendations or suggestions?

Presentation: Statistics Canada (STC) Update

- Migration from mainframe to server is a 5-year plan.
- Imports are completed.
- How has security impacted migration?
- Board requires risk assessment.
- Issue with November 2004 data.
- Less person dependent processes.
 - Changed regulations – require pre-departure information.
 - Carrier MOU – special privileges.
 - Computer SED.
 - Monetary values.
- New Chief Statistician, will see a new press release.

Tuesday, September 16

Morning Session: -- Location: USBC, Conference Room # 3

Country Updates Roundtable (Continued): Collection of Trade Statistics

Presentation: Statistics New Zealand (SNZ) Country Update

- 1) High level organizational wide issues.
 - New Government Statistician – Geoff Bascand
 - Old advisory committee gone new board instituted and chaired by Geoff.
- 2) Major project from the last minister was **MIFA** (Making Information Freely Available).
 - Work on ‘domain plans’.
 - Identification of key statistical information needs, the current supply, and priority actions to address shortcomings and gaps – several already complete, several underway.
 - Upgrading industrial classification to ANZSIC06.
- 3) Common Issues:
 - Resource Constraints.
 - Dissemination
 - Write to two specific audiences (public and professional).
 - Unsure of audience in media releases and hot off the press’s.
 - Generic Product Suite Project - Helps to identify the media releases audiences, needs, and build products to meet their needs.
 - The “willing” supply of information.
 - Board has recently signed the “Respondent Load Strategy”.
 - Demonstrates the value of statistics to respondents.
 - Reduces compliance cost.
 - Improves the collection of data from largest enterprises.
 - Increases use of administrative data.
- 4) Trade specific topics:
 - The Trade team (not including Balance of Payments BOP) has 10 people.
 - Minor but Crucial tasks:
 - Full review/update of published tables.
 - Review of seasonally adjusted time series.
 - Addition of data by SITC (REV4) to monthly publications.
 - Continued Automation of process.
 - Major Projects over the past two years:
 - Creation of “trade by level of processing classification”.
 - Introduction of selective editing.
 - Matching of trade data to our business frame – 6% failure/error rate.

Presentation: Australia Bureau of Statistics (ABS) Current Issues

- 1) Customs initiated program – “The Creditor Client Program”.
 - Allows users to submit minimum information at time of entry and remaining information later.
 - Receive total information and quantity level instead of segregated data.
 - Costly due to numerous issues that are out of their control.
 - Program on hold due to issues concerning it.
 - Delayed payments vs. payments made up front.

- 2) Standardized data set containing international trade data.
 - In 2004 Customs lead a program to deliver a standardized data set containing all information on Int’l trade data.
 - Data set will be held by one government agency but used by various government agencies.
 - Put on hold in 2006 but was picked back up.
 - Program received significant funding to make changes to the Customs system and project was put together and implemented in 2005/2006.
 - Large backlash from trade industry and criticism due to system failures, which stopped cargo from being cleared.
 - Finger pointing between State and Federal government agencies for failures.
 - Program was shut down again and put back on hold.

- 3) Moving of mainframe and infrastructure.
 - ABS successfully moved mainframe to a new common ABS infrastructure in 2006.
 - Used import data warehouses and generic systems to extract data.
 - Used generic interrogation tools like Discover and Blaze.
 - Issues with generic systems not translating well with the larger complex trade data sets.

- 4) Major issues in the last couple of years for ABS:
 - Pricing challenges, which represent the new complexity of trade.
 - Finding the right information from the right people: brokers, exporters, contacts that could explain details of the trade transactions including companies involved.
 - Began getting information on trade data from other sources such as the Capital Expenditure Survey and Quarterly Company Profit and Sales Survey.
 - The standardized data set by itself does not offer that many benefits to businesses but efforts can be expensive to implement.
 - Issues with commodity prices and valuation of goods.

Lunch in Census Cafeteria

Tuesday, September 16

Afternoon Session: -- Location: USBC, Conference Room # 3

International Merchandise Trade Statistics (IMTS) Concepts and Definitions Revision 3

Presentation: Using Non-Customs Data in Compiling U.S. Trade Data - (USBC)

1) Non-Customs data sources

- Stats Canada and the US/Canada data exchange.
- Data related to data exchange.
 - Electricity flows
 - Natural gas imports
 - Railcars imports

2) Problems leading to the US/Canada data exchange data.

- Undercount of each countries export data.
- Negotiations of NAFTA were plagued by data discrepancies.
- US and Canadian data were supposed to be a mirror image but were not.

3) Solutions for discrepancies in data.

- 1987 Memorandum of Understanding (MOU) on the exchange of Import data.
- US data measured southbound trade and Canadian measured Northbound.
- Alignments:
 - Import data expanded to satisfy partner export needs
 - Commodity classifications aligned.
 - Data release dates and times were aligned.

4) Benefits:

- Disputes concerning data disappear.
- Exporters relieved of data submission burden.
- Customs and statistical agencies able to reallocate resources.

5) Electricity Flow issues.

- Electricity historically included in US national accounts, as a service was included in merchandise trade data by Canada.
 - US agreed to include electricity in merchandise trade data.
 - US began using data supplied by Canada.
 - In 2007 electricity transactions to and from Canada totaled \$3.7 Billion.
- Note: We have no agreement with Mexico to collect their electricity data in the same way as we do with Canada. Electricity flows from Mexico continue to be included as a service in US trade data.

6) Natural Gas Imports issues.

- Natural Gas imports from Canada are incomplete per Customs reports.
- US import figures of Canadian gas imports are significantly understated when compared with independent Canadian exports. US did not monitor pipelines.
 - In 1990 US Census began using Canadian export data for natural gas as US import data.
 - Natural gas imports from Canada totaled \$22.4 billion in 2007.

7) Canadian Railcars issues.

- Changes in US legislation allows entry of railcars without documentation
- Reported imports of railcars from Canada dropped sharply.
- Canada establishes survey of manufactures to address under coverage in its export figures.
 - As an interim solution US proposes to use Canadian survey data.
 - Imports of railcars from Canada estimated at over \$500 million in 2007.
- Note: A similar problem may exist with Mexico but imports are minimal.

8) Additional issues with US data for which non-customs data are used.

- Estimates of low valued transactions (Exemption levels are \$2000 for imports and \$2500 for exports).
 - Approx \$20 billion for imports and \$25 billion for exports.
 - Makes up about 2 to 2 ½ %.
- Estimates for small parcel shipments.
- Foreign Military Sales.
 - Amounts to approx 3/4ths of a trillion dollars annually in US statistics.

9) *Misc. Discussions and questions*

- *Bruce Walter wanted to know how other countries are using non-customs data.*
- *Stats Canada use to give explanations about differences in US/Canadian data but got away from it.*
- *Explanation of how the revision process between Stats Canada and the US differ.*
- *Reconciliation table to translate US statistics to Canadian Statistics. The further you move away from the statistical month, the more different the data will be.*
- *Major issues in regards to the quality of data due to the origin of shipment/destination, country of origin, and currency exchange rates.*
- *Diane Oberg stated that we do not do a lot of editing on state data due to lack of resources.*

Definitions.

Issue 1-- Coverage:

- Australia commented that although saying they understood the points, clarification would be beneficial to ensure:
 - 1) That the type of lease arrangements currently entered into for aircraft are addressed.
 - 2) That goods entered for processing are treated consistently and correctly.

Issue 2-- Use of Change in Ownership:

- UK mentioned categories such as: Ships, Aircraft, Satellites, Sea Products, Gas and Electricity.
- United States mentioned that this might resolve issues around large items imported or exported for, or following refit.

Issue 3-- Packaged software:

- UK wanted consistency with the definitions used for Balance of Payments to avoid double-counting between trades in goods and trade in services, and that guidelines should be extended to cover books, music, films, etc. where the same principles could be applied.
- Canada noted that the distinction between 'Customized' and non-customized software is become more difficult to determine and requires further clarification and elaboration, whilst, it should be noted that the IMF has recently been presented with a proposal to modify the current draft of the BPM 6. This proposal recommends the total exclusion of all software from Goods.
- US discussed some fairly major concerns about software valuation and any attempt to distinguish software based on the form of licensing.
- Australia also noted the importance of consistency with BPM6 for software treatment and a desire for treatment examples.
- The US raised some concerns around any copyrighted material.

Issue 4-- Goods for processing:

- Again, general comments that the treatment here and in BPM6 should be exclusive and consistent.

Issue 5-- Transactions between parent and affiliated branches

- Generally, there seemed to be agreement that the information would be useful. However, concern whether the benefits outweigh the respondent burden.
- It may be difficult to get a common use/understanding of the terms involved, e.g. Canada and US have different definitions of affiliates.

Issue 6-- Downloadable or otherwise electronically delivered computer software and audiovisual products.

- Many of the same points made as for Question 3 (packaged software).
- We disagreed on theoretical grounds (downloading as a different mode of transport).
- We acknowledged there's a strong case to exclude them for practical reasons of measurement. Although it may be a moot point depending on decisions surrounding services/merchandise, it may be beneficial (if the recommendation is to exclude them) to state it is being done for practical reasons.

Issue 7-- Asymmetric inclusions and exclusions:

- Although agreeing to the general guideline, UK stated that there need to be exceptions, specifically, the IMTS concept has an inherent asymmetry in the CIF/FOB specification, and in some cases asymmetric recording more closely follows the movement of goods, such as airline fuel.
- The States raised practical concerns over the impracticality of some of the implications for data collection, while we commented that it would be an artificial constraint to recommend symmetry due to the number of instances where differences in treatment of imports and exports are legitimate.

Issue 8-- Adding mode of transportation:

- The majority of the comments didn't suggest expanding the recommendations was bad. However the practical considerations and difficulties seemed to be foremost in all of our minds when considering things such as 'predominant mode of transport'.

Issue 9-- Adding imports on an FOB-type basis:

- Real mixture of opinions, with some of us already collecting it.

Issue 10-- Strengthening country of consignment for imports:

- Again, mostly practical concerns, in terms of how to collect it and the reliability of the data collected.

Issue 11-- Optional or recommended country of consignment for exports:

- There was some acknowledgement of the potential value of the information, but also practical concerns. For example, NZ raised the point that due to the timing of our merchandise trade statistics publication compared to the reference period they relate to, it is unlikely any additional useful information will be provided - that country of consignment will almost always be the same as the country of last know destination.

Issue 12-- Use of non-customs source and data compilation strategies:

- UK suggested that the use of other data sources is recognized in the NCDP questionnaire, since different answers apply to different data sources.
- US preferred that efforts be made first to improve the quality and coverage of customs data before alternative methods are explored and used to collect the trade data, and recommendations made to use non-customs sources.
- Australia agreed that advice on practical implementation would be beneficial.

Issue 13-- Maintaining institution arrangements:

- There was general agreement that MOUs regarding specific statistical requirements can be very useful.
- The US suggested that some of the language in the current Compiler's Manual be added in IMTS Rev. 3.
- Australia wanted it made clear that any recommendations were ideas on facilitating cooperation rather than a mandatory approach.

Issue 14-- Recommendations on quality of international merchandise trade statistics:

- Only negative here was from Australia, and their point was that it should provide guidelines rather than recommendations.

Issue 15-- Providing reommendations on the compilations and dissemination of metadata:

- There was mutual agreement.

Issue 16-- Compilation of external indices:

- UK would encourage compilers to produce this information but do not believe it should be part of IMTS.
- NZ agreed and suggested a separate document with recommendations on both price

and volume indexes.

- The US commented that the new IMF manual on export and import price indices covers an extensive list of topics on producing external trade price indices and that making use of this comprehensive manual to offer additional recommendations in the IMTS would be greatly beneficial.

Issue 17-- Compilation of seasonally adjusted data:

- Real mixture of responses here with some saying there wouldn't be a demand, specifically because BOP data is seasonally adjusted and there's no need for merchandise data to be adjusted as well.
- Any recommendation would clearly have to take demand, alternative sources of seasonally adjusted data and the appropriateness of seasonally adjusting into account.

Evening: Baseball - Washington Nationals vs. NY Mets

Wednesday, September 17

Morning Session: -- Location: USBC, Conference Room # 3

Process Improvements

Presentation: Mainframe Migration and Changes to Revision Schedule - (STC)

- (STC) has cost recovery in place for queries, which results in some limiting of the number of data revisions identified from outside data users.
 - Implemented with Department of Agriculture.
 - Not implemented across the board however, because would result in corrections and review of data only for those who had the money.
 - Automated process so 4 years of data are "open" on the server.
- (SNZ) policy is 4 months of data open for revision. Will do later on a case-by-case basis is deemed large enough. What are others policies?
- (STC) No aggregate corrections; only individual records.
- (ABS) 6 months of data open for revisions. Any older on case-by-case basis. Policy left over from mainframe days because that is how much could be held on mainframe. Can tell data users what revisions are awaiting implementation in data.
- (HMR&C) Data is closed for revisions August of the following year. After August can do case-by-case revision but only with notes.

Presentation: Processing Enhancements to Allow More Corrections to Data - (USBC)

- How handle carryover.
 - USBC uses late reported data from previous month as proxy estimate for late reported data for current month.
 - STC uses
 - Imports: 3 month moving average at aggregate level to estimate.
 - Exports: a more complicated method. This can give the incorrect impression that the estimate is more precise than actually is.
 - STC recommends a simple method of estimation for carry-over with new revisions.
- Effect on Seasonals.
 - There will be a cut-off point in the data with the new corrections procedure, as won't have previous year's revisions.
 - STC requests a contact in Dec. of 2009 before implementation of the new procedure for exports to allow for discussion of how this will affect the data exchange.

Presentation: Selective Editing - (SNZ)

- (STC) Uses clipping (i.e. imputing the mean)
 - When moved to clipping editors saw more detail and were miffed.
 - Allowed for identification of filers with ongoing errors. For example, paper filers reporting in ones instead of thousands.
- To get editors on board with changes, talk with editors to establish editing philosophy and how to handle workloads. (i.e. since there are more edits than can be looked at set priorities)
 - (SNZ) look at only HS chapter to identify impact.
 - Might implement cost recovery if get outside calls about specific 10 digit HS.
- (SNZ) Do you do any specific training to implement selective editing?
 - (HMR&C) recommends talking to managers and editors editing that the change is good for trade statistics.
 - (STC) did not have formal training but lots of one-on-one discussions. Also has training for new employees within first 30 days called "Trade 101" which serves as a guide to HS.

Wednesday, September 17

Afternoon Session: -- Location: USBC, Conference Room # 3

Process Improvements (continued)

Presentation: Recent Process Improvements - (ABS)

- Future
 - Target input editing through selective editing.
 - Examine under coverage and possible ways to fill in gaps.
 - Will use staggered implementation to promote buy-in and a more gradual adjustment so able to get used to it bit-by-bit.

Presentation: Recent Process Improvements - (HMR&C)

- How to measure quality?
 - Under coverage studies
 - Reconciliation studies
 - Timely corrections
 - Communication with traders to get feedback on accuracy (assurance not a measure)
- Improving reporting can affect trend. Shows as growth in trade, but really just a measuring more of the data.
 - Publish the fraudulent estimate separately so it can be removed by the user.
 - Measure data by category (HS, country) so a change in trend is ok.
- Compare edited and non-edited records (maybe also go back to the trade to compare) and measure goodness of editing.
- (STC) wanted a measure of how accurate codes were.
 - Examined who decided which was the correct code; how to measure codes shifting (in/out); and how codes were chosen and created.
- (ABS) Used the tax office sample descriptions and recoded based on these descriptions, then measured how often records were coded the same way.

Thursday, September 18

Morning Session: -- Location: USBC, Conference Room # 3

Data Analysis

Presentation: Introduction to International Trade Division (ITD) Course Outline - (STC)

- Information flows – Exports
 - World Customs Organization (WCO)-> Canada Border Services Agency (CBSA) -> ITD (produces HS08 codes)
- Imports
 - WCO -> CBSA -> Finance -> ITD -> CBSA (publishes tariff)
- Problems with Flows – Internal
 - Different schedules/versions
 - Last minute changes
 - Import changes can occur any month
 - Staff training required; overtime needed
 - Communication

Notes and questions: How are invalid codes handled? USBC has a recode system. Time stamp and monitor clusters. Legislation required at tariff level; not at state level.

Presentation: Imports Harmonized System (HS) Reduction Proposal - (STC)

- Difficult to maintain and ensure quality.
- Low-use codes eliminated.
- Created time series at statistical level.
- Project phases:
 - Identify possible codes for deletion; value threshold?
 - Communication with stakeholders; USBC.
 - Resource identification; funding issue.
 - Implementation
- Considerations:
 - Data exchange.
 - WCO requests (e.g., ozone, chemical, weapons, drugs).
 - Previous data user requests.
 - Current data user purchases; fee for export codes to monitor codes.
 - Criteria? Low value, obsolesce.
- Stakeholders:
 - CBSA; Finance; Data users; USBC; Importers; Brokers; Import associations; Other government departments.

- Resources
 - SMO resources.
 - Metadata staff (liaisons).
- Implementation
 - By 2012?
 - Considerations
 1. Current CBSA/Finance ongoing updates.
 2. WCO 2012 changes.

Notes: Importers may know country of destination better than exporters. ABS is looking at advanced cargo reporting, feasible if aligning with U.S. approach. Australian Customs served, enhanced trade solutions 2015 case study. Feeling pressure from Customs/traders to align import and export classifications. Are there any thoughts on data sharing from other countries? Questions-- impact on confidentiality. EU may include clause or revise legislation for purposes of data sharing.

Presentation: Data Reconciliations – Lessons Learned and Benefits - (USBC)

- When to do reconciliation? When there are significant differences.
- Measurable value differences agreed upon.
- Common sources
 - Valuation of goods.
 - Definition of goods traded.
 - Through 3rd country.
 - Geographic coverage.
 - Classification issues.
 - Under counting or reporting.
- Takes more resources, time, and patience than anticipated.
- But it is worth doing.
- Plus side: may point out some deficiencies; better policy making.
- Minus side: won't explain all differences.
- Lessons learned:
 - Experience counts.
 - May be too much reliance on past work.
 - Not many actual mistakes.
 - Must cooperate; have same goals.
 - Never strictly technical exercise.

Afternoon - U.S. Census Bureau Economic Directorate Picnic

Friday, September 19

Morning Session: -- Location: USBC, Conference Room # 3

Dissemination (continued)

Presentation: Data Security, Transfers, and Access - (HMR&C)

- Office of National Security (ONS) has data lab and can work and access individual records in data lab and take away at aggregate level.
- Conflict of interests exists between the tax side who wants no disclosure and the statistics side that encourages data sharing.
- (STC) how have you merged customs with statistics regarding their different mandates?
 - (HMR&C) have always been combined. Questions about where the line is between customs data and statistics data? Clean data vs. original data.
 - (STC) “Massage” data so not admissible in court.
 - (HMR&C) drawn up principles dividing queries into customs and statistics domain.
 - Also question of is EU data tax data or kind of like survey data collected by stats.
- (STC) and (HMR&C) “pre-release” data to other government agencies. Need a justifiable reason.
 - (HMR&C) example: regional agencies to publish regional data at the same time.
 - (ABS) disks available to other agencies earlier on publish day, and government ministers if going to be asked questions by media.
 - Lock-up in room for ½ an hour or so before release for questions and not allowed out until data is published.
 - (SNZ) has a similar lock down policy and no other pre-release.
- (SNZ) Would DARTTS study help methods of reconciliation studies?
 - The data from DARTTS is more detailed.

Presentation: New Commodity Classification System for Data Users - (SNZ)

- (HMR&C) Question: Did you back cast?
 - (SNZ) back to 2002, but limited because uses SITC. Could go back further if interest is there.
- (HMR&C) Question: Main uses?
 - NZ viewed only as a primary exporter (meat, dairy, timber) and there is political interest in letting the country know manufacturing also exists.
- (SNZ) Will not supersede HS products. Is more of a time series data to identify manufacturing vs. primary export over time
 - Measure if adding value to exports or mainly exporting raw materials
 - First 3 levels give sense of what export structure
 - Only meant to replace ad-hoc stuff

- (SNZ) Prior to this did not publish SITC v.3, but was available by request. Now SITC v.4 is available but demand is minimal.

Meeting Summary and Conclusions:

Direction/Mandate of Group and Future Plans

- Incorporate the host country into the extra-hours informal social interactions.
- Consider a more formal recognition in OECD
 - Pluses could increase role and become a player through group effort.
 - Minuses might interfere with less formal structure of current group.
 - Could come up with ideas to bring before OECD by correspondence and then finalize at these meetings.
- Interest in adding new members, but want to be sure to maintain the conversational size and less strict agenda of current format. (Interpreters, etc could detract from that)
- Provide annual updates
 - Have initiatives discussed in group been implemented and what challenges or results are part of that outcome
 - Pull ideas through larger body; e.g. revisions all have to implement
 - IMTS user group
- Next meeting in 2 years in the UK.