

**NORTH ATLANTIC COUNCIL DEPUTIES  
SUPPLEANTS DU CONSEIL DE L'ATLANTIQUE NORD**

CONFIDENTIALDOCUMENTAC/8-D/7 (2nd Revise)ENG. ONLY4th December, 1951.

JOINT WORKING GROUP ON PRODUCTION,  
FINANCE AND MILITARY REQUIREMENTS PROBLEMS

DRAFT TERMS OF REFERENCE OF THE STATISTICAL  
CO-ORDINATING GROUP

I. In accordance with the recommendations of the Joint Working Group of the Council Deputies (Summary Record AC/8-R/6 (Final), (Summary Record AC/8-R/8), and the approved functions of the Central Statistics Office of NATO (D-D(51)67, D-D(51)47 (Final and D-D(51)187), a Statistical Co-ordinating Group shall be formed with the following terms of reference:

Aims:

II. The aims of the Group shall be:

- (a) to provide a suitable means of collaboration among the several NATO agencies, for the purpose of satisfying each agency's needs of statistical information, with proper consideration of all relevant substantive and technical factors.
- (b) to limit the number of separate requests made upon member countries to those which can clearly be justified in terms of need, and to prevent duplication and overlapping of requests issued by NATO agencies.

The Group will prepare a framework for the review and co-ordination of questionnaires designed to obtain basic information on the position and progress of NATO activities in the military, production, economic and financial fields and will make recommendations to the appropriate NATO agencies concerning the division of responsibility for such questionnaires among the various NATO agencies, on the basis of the functions allocated to those agencies under their respective terms of reference.

/Composition:

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2.

Composition:

III. The Group shall consist of statisticians representing each of the NATO agencies.\* Additional members may be designated by NATO agencies to consider special problems as required. The Chairman of the Group shall be the Head of the Central Statistics Office of the NATO Council Deputies.

IV. Every effort will be made to assure proper co-ordination with questionnaires which a member country may have issued or may be intending to issue. For the purpose of such co-ordination, the Group may from time to time invite qualified representatives from member countries to participate in the Group's deliberation.

Methods:

V. In pursuance of the aims laid down in Paragraph II above, the Statistical Co-ordinating Group shall:

1. Notify all NATO agencies of the questionnaires already issued and of the types of data being collected by each agency.
2. Develop and adopt, in collaboration with national representatives, standard definitions and classifications for use by all NATO agencies. These should be prepared for distribution in both French and English.
3. Prepare a proposal for a co-ordinated system of statistics to be supplied at stated intervals by member countries.
4. In the course of its recurring review of existing questionnaires and its examination of proposed new questionnaires (see below), revise, amalgamate, and/or amplify existing questionnaires, and, when appropriate, propose the elimination of questionnaires which have become redundant.
5. Propose appropriate methods of exchanging statistical information among interested NATO agencies.

VI. Any NATO agency wishing to obtain statistical data from a NATO country must therefore first submit its project to the Statistical Co-ordinating Group which shall be bound to give its opinion on (1) the availability and adequacy of existing information on the same subject, (2) the possible duplication with a questionnaire prepared by another agency, and (3), on which agency should collect the data. If the questionnaire is approved in principle, the Group will participate in the drafting of this questionnaire, and will review the project for conformance to standard definitions and assumptions and to acceptable statistical standards. Every effort must be made to reach agreement on all aspects of the questionnaire before final action is taken by the appropriate agency to issue the questionnaire to member countries. The agency will retain discretionary powers over the final content of the questionnaire, but shall endeavour to follow as far as possible the final recommendations of the Statistical Co-ordinating Group.

\* Council Deputies, Defence Production Board, Financial and Economic Board, Standing Group and other military agencies and commands (e.g. Military Standardization Agency, SHAPE and Channel Command).

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VII. The procedures outlined above will apply to all Questionnaires requesting periodic returns from one or more member nations, and to any data request (single-time or recurring) which would involve extensive compilations or calculations to be performed by the respondents.

VIII. Each NATO agency will retain authority to act independently in cases of specific one-time requests of limited scope for information which falls within the terms of reference of the agency. It is requested, however, that copies of any such "spot" requests be sent at the earliest possible date to the Chief Statistician of the NATO Council Deputies.