Meeting of the  
Technical Expert Group to Update the CPI Manual  
January 18-20, 2017  
Vienna, Austria  

Minutes  

- IMF to send original MS Word versions of manual from ILO.  
- The TEG-CPI agreed to cut the use of references to other papers from Vol I, although exceptions to included relevant review papers and other Manuals and Standards were noted.  
- Each chapter will include a summary of key issues/recommendations, using bullet points.  
- It was agreed that chapter authors would be responsible for updating parts of the glossary relevant to their chapter, as needed.  
- In terms of format and structure, it was agreed:  
  - Font: Times New Roman  
  - Size: 10½  
  - Examples should include numerical illustrations.  
  - For equations, Equation Editor should be used.  
- Procedures for review of draft chapters:  
  - Drafter/author will email a copy of the updated chapters directly to the reviewer and provide an overview of changes and any key issues.  
  - Copy the Editor on all messages between author and reviewer.  
  - Reviewer will return chapter to author with comments/suggestions using track changes where expedient.  
  - Author incorporates relevant changes/suggestions.  
  - For any changes/suggestions not included, the author will provide written explanation for the record.  
  - Any disputes between the author and review to be settled by the TEG-CPI at large.  
  - Author forwards clean version of updated chapter to the TEG-CPI at large.  
  - Editor to review text.  
  - IMF will post all updated chapters on a secure website for review and comment by compilers.
• Chapter by chapter discussions held. Each author will prepare and submit a revised chapter outline to reflect discussions and agreements.

• Editor to review and prepare text

• Substantive changes to chapters are as follows:
  • Chapters 2 and 3 will be combined to reduce repetitive text and discussions.
  • Chapter 5 on Sampling to be revised to reflect a multistage sampling strategy for selection of areas, items, outlets, and individual sampled observations.
  • A new chapter will be added to expand on the methods for updating the CPI and introducing new weights, and linking old and new series.

• Timeline agreed: All chapters will be available for review by end December 2017.