



FOR PARTICIPANTS ONLY

19-23 October 2009
Bangkok, Thailand

INFORMATION NOTE

ITU Asia-Pacific Centre of Excellence

*Training Course on
“Measuring ICT Access and Use
by Households and Individuals”*

Organised by

THE INTERNATIONAL TELECOMMUNICATION UNION (ITU)

and

LIRNEasia

Hosted by

***MICT Thailand
TOT Academy***

1. Introduction:

In recent years, information and communication technologies (ICTs) have gained an increasing role in national development strategies in many countries, which have put in place ICT policies in order to develop their information and knowledge societies. As a result, there is an increasing need for reliable data and indicators on the access and use of ICTs, and their impact on development. Such data and indicators help governments design and evaluate ICT policies and strategies, compare their ICT developments with those in other countries, and adopt solutions to reduce the digital divide. Recognising this increasing need for internationally comparable ICT statistics, the international community launched the *Partnership on Measuring ICT for Development*, a multi-stakeholder initiative to improve the availability and quality of ICT data and indicators, particularly in developing countries.

ITU plays a leading role in the Partnership, which was launched during UNCTAD XI in Brazil, in 2004. Since then, and following the World Summit on Information Society (first phase in Geneva), the Partnership has worked on developing internationally comparable ICT indicators, establishing an ICT global database, organizing workshops and seminars on ICT measurement, and helping countries through technical assistance projects. As part of the technical assistance activities, ITU developed a *Training Course on Measuring ICT Access and Use by Households and Individuals*. This course is also accompanied by a methodological manual.

ITU interacts and cooperates with regional agencies to deliver the courses in different regions of the world. The course to be delivered in Bangkok, Thailand "***Training Course on Measuring ICT Access and Use by Households and Individuals***" is organized in cooperation with LIRNEasia, a think tank working across Asia focusing on ICT policy and regulatory issues, and will be hosted by the Ministry of Information & Communication Technology (MICT), Thailand at the TOT Academy (ITU Asia-Pacific Centre of Excellence node). The training is sponsored by the International Development Research Center, Canada and the Department of International Development, UK.

2. Objective of the course

The **Training Course on Measuring ICT Access and Use by Households and Individuals** to be delivered in Bangkok aims at improving the capacity of official data producers in several countries from Asia and the Pacific to produce internationally comparable statistics on ICT access and use by households and individuals, by:

- Discussing the concepts related to measuring the information society, the variables and indicators to be compiled, including an internationally agreed core list of ICT indicators in households and individuals, the classifications to be used and the design of statistical operations to survey the access and use of ICTs.
- Offering a methodological framework for carrying out ICT statistical work throughout the different phases of survey planning and design, data collection, data processing and dissemination.
- Providing data producers with background information on the measurement of ICT in these areas, including the link between indicators and ICT policymaking and related international initiatives.
- Reviewing institutional aspects of the statistical process related to the production of ICT statistics, such as co-operation between data providers and users, and co-ordination among data producers.

3. Participation

The Training Course is designed for the staff of National Statistics Offices and other national institutions responsible for the production of official statistics on the information society. Given its technical nature, the following criteria must be met by candidates applying for participation:

- Should have a background in statistics or economics;
- Should be in-charge of conducting household surveys, or participate in the most important phases of it (planning and design of survey and questionnaire);
- Should know the household surveys conducted in the country (frequency, sampling frame), and the processes in survey implementation (designing the survey, collecting the data and processing the survey information);
- Should have an excellent level of English (as the training and the accompanying material will be available in this language only).

Note: Please do not send applications from persons in-charge of informatics or from the IT office, as they are not statisticians and usually do not know the processes involved in designing and conducting a household survey.

Countries interested in participating in the training should complete and return the questionnaire and the application forms, enclosing an updated CV, for each of their nominees, to Ms. Esperanza Magpantay (indicators@itu.int), Fax: +41 22 730 64 49 no later than 4 September 2009.

4. Structure of the course

The Training Course contains five modules:

Module H-1: Introduction to household ICT statistics; survey planning and preparatory work

Module H-2: Statistical standards and topics; data sources and collection techniques

Module H-3: Questionnaire design; household survey design

Module H-4: Data processing; data quality and evaluation

Module H-5: Data dissemination

Each module will feature practical exercises (individual or in groups) and group discussions. At the end of each module, participants will be asked to complete a test to review the knowledge acquired, and a short evaluation sheet. The course is expected to trigger discussions and opportunities for interactions among participants, who will be expected to contribute actively. A detailed programme for the course is attached to this information note.

5. Training material

The course is based on the ITU *Manual for Measuring ICT Access and Use by Households and Individuals, 2009 Edition*, which is the main reference document. An electronic copy of the *Manual* is available at <http://www.itu.int/ITU-D/ict/partnership/index.html>. Participants are expected to read the material contained in the *Manual* before the training. Hardcopies of the *Manual* were sent to the attention of the directors of National Statistics Offices in April 2009, and will be also distributed to participants at the training. The Instructor will deliver the course with the support of presentation slides. Participants will receive various additional training materials to follow the course and carry out exercises.

6. Certificates

Participants are expected to attend all the sessions of the course and pass the tests in order to obtain the training course certificate, which will be handed out at the end of the course.

7. Logistics

Venue

The *Training Course on Measuring ICT Access and Use by Households and Individuals* is scheduled to be held from 19 to 23 October 2009 at the:

TOT Academy
174 Ngamwongwan Road
Nonthaburi 11000
Bangkok, Thailand

The registration for the training will start at 8:45 a.m. on Monday, 19 October 2009, at TOT Academy, where the opening session and all subsequent sessions will be held.

Travel arrangements

ITU and LIRNEasia will sponsor selected participants. Sponsored participants will be provided with a return air ticket (cheapest economy class) and a daily subsistence allowance (DSA) at the UN rate for Bangkok (USD 210 as of June 2009).

Immigration requirements

All participants entering Thailand must possess a valid passport or accepted travel documents. Visas are required for all visitors/delegates traveling to Thailand, except for nationals of some countries. Visa requirements should be checked before entering the country. Visitors from countries that have Thai diplomatic missions are required by the Thai immigration authorities to secure their visas from those missions before departure. These include holders of diplomatic and service passports as well as United Nations Laissez-Passer. For more information please visit the website <http://www.mfa.go.th>.

If your country does not have a Thai diplomatic mission, MICT will assist you in obtaining a visa upon arrival by providing the following information.

- 1) Full name
- 2) Nationality
- 3) Passport details – (number, date of issue and expiry)
- 4) Flight details (arrival and departure)

Please note that the Thai visa costs vary depending on your nationality. Payment should be made in US Dollars at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive a visa at no cost.

Health Requirements

The organizers request all participants to ensure medical and travel insurance covering the whole period of the training course and overseas travel. Neither the organizers (ITU and LIRNEasia) nor the TOT Academy will be able to meet any expenses relating to injury, accident or medical treatment of the trainee.

Airline Reservations

A number of International Airlines operate to and from Bangkok. It is required that participants who are not paid by the organizers, secure their return/onward air ticket prior to their arrival in Bangkok.

Transportation

Participants will arrive at Bangkok International Airport, which is located 45 kilometres from the centre of Bangkok. Transportation will not be provided from the airport to the hotel and participants are responsible for arranging their own transport. More detailed information is available at <http://www.suvarnabhumiairport.com/>.

Hotels

The following hotels are recommended. Participants should book their accommodation using the hotel reservation form to avail the special rate.

1. Richmond Hotel
69/783-787 Rattanathibeth Road, Bang-kra-sor, Nonthaburi 11000, Thailand
<http://www.richmondhotel-resort.com>
2. Miracle Grand Hotel (approximately 40 minutes drive from TOT)
99 Vibhavadi-Rangsit Road, Laksi, Donmuang, Bangkok 10210, Thailand
www.miraclegrandhotel.com
3. TOT Academy
174 Ngam Wong Wan Road, Nonthaburi 11000, Thailand
Tel: 66 2596-1123
Fax: 66 2591-8087
<http://www.totacademy.com>

TOT Academy is located 60 km from the Bangkok International (Suwannabhum) Airport. After passing the immigration, an airport limousine can be hired from the counter by showing the TOT Academy map (attached).

Local travel during your stay

Participants staying at TOT Academy Hotel do not need to travel as training will be held in the same location. For participants who choose to stay at Richmond Hotel or Miracle Grand Hotel, MICT will provide daily transport from hotels to the training venue in the mornings and at the end of the day.

Catering facilities

Lunch and coffee will be provided by the host during the whole duration of the training.

Currency: Baht

1 US \$ is approximately 34 Baht (as of July 2009). Currency exchange can be done at the airport or at the training venue (a special service provided during the training).

8. Practical Information about Thailand

Weather

Bangkok has a hot, tropical climate. May to October is the wet season when short showers are likely during the afternoon, with some days of rain all day. Daytime temperature can reach mid-30s Celsius throughout the year.

Language

English is spoken in most hotels, shops and restaurants as well as in major tourist destinations.

Time

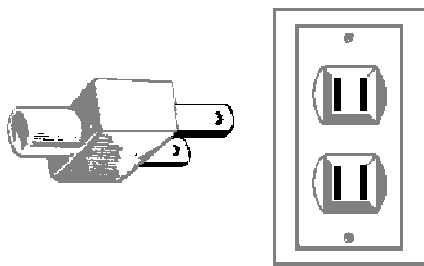
The time in Bangkok is 7.00 ahead of Greenwich Mean Time (+7.00 GMT).

Electricity

The electric current is 220 volt AC throughout the country.

Power Plug

The picture/diagram shows the type of main power plug used in Thailand. Participants can bring the right adaptor for their electrical appliances. This plug and receptacle are technically known as NEMA 5-15 (North American 15 A/125 V grounded).



9. Contact

For further information please contact:

a. Logistical issues or assistance on visa application

Ms. Apinya Tangkawanit
Computer Technical officer
Ministry of Information and Communication Technology
Bangkok, Thailand
Tel: +66 2 141 6940
Fax: +66 2 143 8033
E-mail: apinya.t@mict.mail.go.th

b. Training-related questions (including agenda and application)

Ms. Esperanza Magpantay
Statistician
International Telecommunication Union
Tel: + 41 22 730 6090
Fax: +41 22 730 6449
E-mail: indicators@itu.int



ITU Centre of Excellence
Training Course on
Measuring ICT Access and Use
by Households and Individuals

19-23 October 2009



TOT Academy
Bangkok, Thailand

Hotel Reservation Form

First Name:.....**Last name:**.....

Company:

Country:.....

Contact Address:

Telephone No:**Fax No:**

e-mail:

<p>ACCOMMODATION DETAILS</p> <p>☉ Miracle Grand Hotel</p> <p><input type="checkbox"/> Superior Single room 2,300 baht</p> <p><input type="checkbox"/> Superior Double room 2,600 baht</p> <p>http://www.miraclegrandhotel.com</p> <p>Payment Details: (Please Tick)</p> <p>AMEX <input type="checkbox"/> MASTER <input type="checkbox"/> VISA <input type="checkbox"/> DINERS <input type="checkbox"/> JCB <input type="checkbox"/></p> <p>Credit Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Card holder's name : _____</p> <p>Expiry date: ____/____/____</p> <p>Signature: _____</p>
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© **Richmond Hotel**

- Standard Single room 1,400 baht
- Deluxe 2,600 baht

<http://www.richmondhotel-resort.com>

Payment Details: (Please Tick)

MASTER VISA DINERS JCB

Credit Card Number:

Card holder's name : _____

Expiry date: ____/____/____

Signature: _____

© **TOT Academy Hotel (Cash Payment)**

- Single room 1000 baht
- Double room 1200 baht

<http://www.totacademy.com>

Remarks: Hotel rates per night are inclusive of service charge and tax and American Breakfast

Vegetarian meal: **YES** **NO**

Dietary Preference:

Flight Information:

Arrival date: Flight No:

Time:

Departure date: Flight No:

Time:

Date:.....

Signature:.....

Please send this form by e-mail or fax to:

Email: sudaporv@tot.co.th , sudaporvi@yahoo.com

Fax to: +66-2591-8087