



FOR PARTICIPANTS ONLY

25-29 April 2011  
Suva, Fiji

## **INFORMATION NOTE**

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

**Organised by**

**International Telecommunication Union**

**and**

**Secretariat of the Pacific Community (SPC)**

**Sponsored by**

**Industry Canada and ICB4PAC Project**

## 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 in 2004 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.

Since then, and following the World Summit on the Information Society, the Partnership has worked on developing internationally comparable ICT indicators, organizing workshops and seminars on ICT measurement, and helping countries through technical assistance projects. ITU is an active member of the Partnership and its Steering Committee, and is responsible for collecting and disseminating indicators on access to and use of ICTs by households and individuals. ITU also help countries to improve the availability and comparability of ICT household statistics through technical assistance to deliver to national statistical offices.

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 based on a methodological manual developed by ITU.

ITU interacts and cooperates with regional agencies to deliver the training course in different regions of the world. The regional, “**Training Course on Measuring ICT Access and Use by Households and Individuals**”, to be delivered in Suva, Fiji, is organized jointly by the ITU and the Secretariat of the Pacific Community (SPC), and will be hosted by SPC in their Nabua Office, Suva, Fiji.

The training is supported by the Canadian voluntary contribution to the ITU in support for the activities of the Partnership on Measuring ICT for Development in developing countries. In addition, the ICB4PAC project executed by the ITU and funded by the European Union is providing one fellowship per ACP countries in the Pacific. This project aims at building human and institutional capacity in the field of ICT through a range of targeted training, education and knowledge sharing measures. For more information on the ICB4PAC project see [http://www.itu.int/ITU-D/projects/ITU\\_EC\\_ACP/icb4pis/index.html](http://www.itu.int/ITU-D/projects/ITU_EC_ACP/icb4pis/index.html)

## 2. Objective of the course

The **Training Course on Measuring ICT Access and Use by Households and Individuals** aims at improving the capacity of official data producers in the Pacific region 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, 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, 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/social surveys, or participate in the most important phases of it (planning and design of survey and questionnaire);
- Should know the household/social 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 person's in-charge of informatics or from the IT department, as they are not statisticians and usually do not know the processes involved in designing and conducting a household survey.

### 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* will be sent directly to you through DHL which you will receive by next week. 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 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

### a. Venue

The *Training Course on Measuring ICT Access and Use by Households and Individuals* is scheduled to be held from 25-29 April 2011 at the:

**SPC's Economic Development Division (EDD), Lotus Building, Nabua, Suva, Fiji**

The registration for the training will start at 8:45 a.m. on Monday, 25 April 2011, at EDD's conference room, where the opening session and all subsequent sessions will be held.

### b. Hotels

The following hotels are recommended. Participants should book their own accommodation directly at the recommended hotels.

Hotel Name	Costing - FJD	Email	Phone	Fax
<b>Peninsula Hotel</b>	<b>Standard Single - \$85.00</b> <b>Standard Double - \$100.00</b>	<a href="mailto:peninsula@connect.com.fj">peninsula@connect.com.fj</a> <a href="http://www.peninsula.com.fj">www.peninsula.com.fj</a>	(679) 331 3711	(679) 331 4473
Studio 6 Apartments	Standard - \$60.00 Garden View - \$90.00 Seaview - \$95.00 Self Contained - \$110.00	<a href="mailto:studio6@unwired.com.fj">studio6@unwired.com.fj</a> <a href="http://www.studio6.com.fj">www.studio6.com.fj</a>	(679) 330 7477	(679) 330 7133
Novotel Lami Hotel	Standard - \$90.00 Deluxe Single/Twin - \$107.00 Deluxe Triple - \$117.00	<a href="mailto:reservations@novotelsuva.com.fj">reservations@novotelsuva.com.fj</a> <a href="http://www.accorhotels.com/6990">www.accorhotels.com/6990</a>	(679) 336 2450	(679) 336 2455
Quest Apartments	Studio - \$144.00 1 bedroom - \$202.50 2 Bedroom - \$312.60	<a href="mailto:questsuva@connect.com.fj">questsuva@connect.com.fj</a> <a href="http://www.questsuva.com">www.questsuva.com</a>	(679) 331 9119	(679) 331 9118
Suva Motor Inn	Bedroom Apartments - \$250.00 Studio Room - \$160.00	<a href="mailto:smimngr@hexagonfiji.com">smimngr@hexagonfiji.com</a> <a href="http://www.hexagonfiji.com/news/uva_motor.htm">www.hexagonfiji.com/news/uva_motor.htm</a>	(679) 331 3973	(679) 330 1470

### c. Transportation from hotel to training venue (and return)

Transportation will be provided to participants staying at **Peninsula Hotel**. Participants staying in the other hotels should arrange their own transport and ensure that they will arrive at the training venue on time for the training course.

## 8. Other Information

### Travel arrangements

The ICB4PAC Project will sponsor one fellowship per ACP country in the Pacific. In addition, ITU will sponsor other selected participants using budget from Industry Canada. Sponsored participants will be provided with a return air ticket (least costly airfare) and a daily subsistence allowance (DSA) at the UN rate for April 2011.

### Immigration requirements

Travellers should ensure that they have a valid passport (6 months before expiry). Kindly note that all participants will be fully responsible for their own visa arrangements for en-

route stopovers including any transit visa that will be required as per official itinerary raised.

### Health Requirements

The organizers request all participants to have medical and travel insurance covering the whole period of the training course and overseas travel. The organizers (ITU and SPC) will not 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 Suva, Fiji. It is required that participants who are not paid by the organizers, secure their return/onward air ticket prior to their arrival in Suva.

### Transportation

Participants will arrive at Suva Airport, which is a 30 minute drive from the centre of Suva. Transportation allowance for travel from the airport to the hotel (and return) is included in the DSA and participants are responsible for arranging their own transport. Taxis are readily available at the airport at around FJD 30.00 one-way.

### Currency: Fijian Dollar (FJ\$)

1 US \$ is approximately FJD 1.80 (as of March 2011). Currency exchange can be done at the airport or at any Licensed Money Exchange dealer in Fiji.

### Weather

Warm

### Language

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

### Time

The time in city, country is 12 hours ahead of Greenwich Mean Time (+12 GMT).

### Electricity

The electric current is 220 volt using a three prong appliance throughout the country.

## **9. Contact**

For further information please contact:

### **a. Fellowship assistance including visa application**

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

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