



FOR PARTICIPANTS ONLY

13-24 July 2009
Addis Ababa, Ethiopia

INFORMATION NOTE

***Training Course on Measuring ICT Access and Use in
Households and Businesses***

Organised by

THE INTERNATIONAL TELECOMMUNICATION UNION (ITU)

**THE UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT
(UNCTAD)**

ECONOMIC COMMISSION FOR AFRICA (UNECA)

Information note

Training Course on Measuring ICT Access and Use in Households and Businesses

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 and UNCTAD play 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, while UNCTAD developed a Training Course on the Production of Statistics on the Information Economy. These courses are also accompanied by methodological manuals.

ITU and UNCTAD interact and cooperate with regional agencies to deliver the courses in different regions of the world. The course to be delivered in Addis Ababa “***Training Course on Measuring ICT Access and Use in Households and Businesses***” is organized in cooperation with ECA, and includes both ITU and UNCTAD training courses.

At the occasion of the training course, the third phase of UNECA's Scan-ICT programme will be launched on Saturday 18 July. This programme will involve five countries of the region and aims at building capacity for their National Statistical Offices to collect ICT statistics. During the launch, the Scan-ICT methodology toolkit will be presented to participants.

2. Objective of the course

The **Training Course on Measuring ICT Access and Use in Households and Businesses** to be delivered in **Addis Ababa** aims at improving the capacity of official data producers in several countries from Africa to produce internationally comparable statistics on ICT access and use by households and individuals, as well as on ICT use by businesses, on the ICT sector, and on international trade in ICT goods, 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 business, 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 in-charge of the production of official statistics on the information society. Given its technical nature, participants should have a background in statistics or economics. A good level of English is also required as the training and the accompanying material will be available in this language only.

4. Structure of the course

The Training Course consists of two courses distributed in five modules each:

Part A: ICT Statistics on Households and Individuals

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

Part B: ICT statistics on Businesses and on the ICT sector

Module B-1: Understanding concepts and definitions of indicators on the use of ICT by businesses and the ICT sector

Module B-2: Developing an ICT data collection strategy in the business sector

Module B-3: Designing an ICT business survey

Module B-4: Processing ICT survey data from businesses

Module B-5: Disseminating ICT data on the use of ICT by businesses and the ICT sector

The modules will feature practical exercises (individual or in groups). 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 UNCTAD *Manual for the Production of Statistics on the Information Economy, 2009 Revised Edition* and the ITU *Manual for Measuring ICT Access and Use by Households and Individuals, 2009 Edition*, which are the main reference documents. Electronic copies of the *Manuals* are available at <http://measuring-ict.unctad.org> and <http://www.itu.int/ITU-D/ict/partnership/index.html>. Participants will be expected to read the material contained in the *Manuals* before the training. Hardcopies of the *Manuals* were sent to the attention of the directors of National Statistics Offices, and

will be also distributed to participants at the training. The Instructor will deliver the course with the support of presentation slides and 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 course certificate, which will be handed out at the end of each course. Separate certificates will be delivered for each training course.

7. Logistics

Venue

The ***Training Course on Measuring ICT Access and Use in Households and Businesses*** is scheduled to be held from 13 to 24 July 2009 at the United Nations Conference Centre (UNCC) located at the Headquarters of the United Nations Economic Commission for Africa (UNECA) in Addis Ababa, Ethiopia.

ICT, Science and Technology Division (ISTD)
United Nations Economic Commission for Africa (UNECA)
P.O. Box 3001
Addis Ababa, Ethiopia
Tel.: 251 11 551 1167 or 251 11 544 3562
Fax: 251 11 551 0512

Please assemble in the lobby of the Intercontinental Hotel (see below) at 08:30 a.m. on **13th July 2009** for UNECA to take you to UNCC.

The registration for the training will start at 8:45 a.m. on Monday, 13 July 2009, at UNCC, where the opening session and all subsequent sessions will be held.

Travel arrangements

UNECA, ITU and UNCTAD will sponsor selected participants. Sponsored participants will be provided with a return air ticket (economy class) and a daily allowance (DSA) at the UN rate for Addis Ababa.

Immigration requirements

Visas are required for all visitors/delegates traveling to Ethiopia, except for nationals of Djibouti and Kenya. Visitors from countries that have Ethiopian diplomatic missions are required by the Ethiopian 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.

If your country does not have an Ethiopian diplomatic mission, UNECA will assist you in obtaining a visa upon arrival, provided the following particulars are received **three weeks** in advance.

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

Please note that business visas can be obtained on arrival for all participants attending meetings/seminars/workshops at the UNECA, Addis Ababa. The Ethiopian Immigration Authority requires that you present an official letter of invitation for securing your business visa on arrival. **It is imperative to bring with you the letter of invitation and present it to the Immigration Authority at the airport for securing your visa.**

Please note that an Ethiopian visa costs between (US\$20 - 60) per person depending on your nationality, and payment must 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 visas gratis.

* 1 US \$ = 11.20 Ethiopian Birr (May 20, 2009)

Bank receipts for money changed at the airport must be kept securely as they may be asked for on departure.

Hotel accommodations

Arrangement is being made with **Intercontinental Hotel for blocking rooms for participants** at the UN special rate of USD 85/night inclusive of service charge and breakfast. Should participants wish to make room reservation in other hotels within the area, separate arrangements can be made upon the request of participants. Any subsequent changes in arrival plans should be communicated immediately to Ms. Hidat Mebratu (hmebratu@uneca.org). Cancellation, postponement or any other changes must be notified at least 48 hours in advance.

Intercontinental Hotel
P.O.Box 5907
Kazanchis Business District, Kirkos Subcity Kebele 17/18
Addis Ababa, Ethiopia
Tel: +251 11 5505066
Fax: +251 11 5540090
Email: info@intercontinentaladdis.com; mekintercontinentaladdis@gmail.com
Website: <http://www.intercontinentaladdis.com>

Health Requirements

Visitors to Ethiopia should be in possession of a valid yellow fever health certificate. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days prior to arrival in the country.

Addis Ababa, lying between 2200-2500 metres above sea level, is the third highest capital in the world and new visitors may experience discomfort until they adjust to the altitude – symptoms can include headaches, shortness of breath, fatigue and insomnia. Medical services are provided at the United Nations Health Centre (UNHC) situated on the ground floor of the United Nations Conference Centre (UNCC) on a cash basis. It is important that participants provide on the registration form, details of any serious ailments or allergies they may be suffering from to facilitate emergency attention if need be.

In case of a medical emergency, please contact:

Dr. Grace Fombad

OIC - United Nations Health Care Centre
Telephone: + 251 - 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888
UNECA Ambulance Telephone: + 251 - 115 - 51 42 02 or 51 58 28.

Airline Reservations

A number of International Airlines operate to and from Addis Ababa. It is required that participants that are not paid by the organizers, secure their return/onward air passage prior to their arrival in Addis Ababa. There is a travel agency - **Gashem Travel** - on-site at UNECA to assist with the re-confirmation of tickets and to provide participants with travel and tour related information. The agency at UNECA is reachable at the following telephone numbers: **Gashem Travel** Tel: +251 115 44 30 51/44 30 52/46 84 85 or 251 0911 25 04 68 (mobile)

Apart from the travel agency, Ethiopian Airlines and Kenya Airways also have offices in the UNECA compound and they will have travel desks at the United Nations Conference Centre in Addis Ababa during the Conference.

Transportation

Participants will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. UNECA will provide courtesy transport that will collect participants from the Airport.

UNECA buses will ferry participants back and forth from hotels to the Workshop venue in the mornings and at the end of the daily sessions. UNECA will not provide transport during lunch breaks.

For any other transport requirements and at the end of the Workshop, participants can book a taxi from the National Tourism Organization (NTO) by calling + 251- 115 - 51 18 22 or + 251-115 - 51 84 00 or make arrangements with the hotel.

Catering facilities at UNECA

Catering facilities that are readily available for refreshments and meals in the UNECA compound include the following:

Sheraton Addis is located in the UNCC
Garden Paradise is located in the Nigerian lounge
Kaldis is located in the Rotunda

General information about Ethiopia

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square metres. Addis Ababa is situated at an altitude of 2,400 metres. Agriculture is the backbone of the national economy and the principal exports from this sector include coffee, oil seeds, flowers, vegetables, sugar and animal feed. About 90% of the population earns its living from the land. There is also a thriving livestock sector and exports from this sector include cattle, hides and skins.

The population of Ethiopia is estimated at 77 million with over 50% of the population under 20 years of age. The average number of inhabitants per square kilometre is 69. Ethiopia is a multi-ethnic state with a variety of spoken languages. There are eighty-three languages with 200 dialects and the three main languages are Amharic, Tigrigna and Oromigna. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa. Additional information on Ethiopia and UNECA can be found on the following websites: <http://www.uneca.org>, <http://www.ethionet.et>, <http://www.ethio.com> and <http://tour.ethiopianonline.net>

Climate

Ethiopia has two main seasons, the dry season and the rainy season. The dry season lasts from October through May, and the rainy season starts in late June and ends in September. Temperatures depend on season and altitude.

In July, the weather is cold and rainy, and very chilly in the night, so kindly carry a warm jacket/sweater especially for the evenings.

Electric Supply

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two-pin (Italian) socket.

Currency: Birr

Ethiopian currency is denominated in “Birr” and “centimes”. The exchange rate fluctuates. The UN official exchange rate as of 20 May 2009 was \$ US1.00 = Birr 11.20.

There is a branch of the Commercial Bank of Ethiopia in the UNECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:00 am to 12:45 pm and from 2:00 pm to 4:30 pm. There is also an authorized exchange centre (Forex) at the Sheraton Hotel and ATM machines for Visa/Mastercard users at both the Sheraton and Hilton Hotels, which will tender money in Birr.
