Training Course on Measuring ICT access and use in households and businesses

Organised jointly by UNECLAC, ITU and UNCTAD

Port of Spain, Trinidad and Tobago

26-30 January 2009

DRAFT AGENDA

Monday, 26 January 2008

8:30 - 9:00	Registration of participants
9:00 - 10:00	**Opening session**
10:00 - 11:00	Introduction to the course: *Contents, objectives and methodology* Presentation of participants
11:00 - 11:15	*Break*

PART A: ICT statistics on Businesses and on the ICT sector

11:15 - 12:30	**Module B-1: Understanding concepts and definitions of indicators on the use of ICT by businesses and the ICT sector**
12:30 - 13:30	*Lunch*
13:30 - 15:15	**Module B-1: Understanding concepts and definitions of indicators on the use of ICT by businesses and the ICT sector (cont.)**
15:15 - 15:30	*Break*
15:30 - 17:00	**Module B-1: Understanding concepts and definitions of indicators on the use of ICT by businesses and the ICT sector (cont.)**
17:00 - 17:15	Test of Module B-1

Tuesday, 27 January 2008

8:30 - 10:15	**Module B-2: Developing an ICT data collection strategy in the business sector**
10:15 - 10:30	*Break*
10:30 - 12:30	**Module B-2: Developing an ICT data collection strategy in the business sector (cont.)**
12:30 - 13:30	*Lunch*
13:30 - 15:15	**Module B-3: Designing an ICT in business survey**
15:15 - 15:30	*Break*
15:30 - 17:00	**Module B-3: Designing an ICT in business survey (cont.)**
17:00 - 17:15	Test of Modules B-2 and B-3

Wednesday, 28 January 2008

8:30 - 10:15	**Module B-4: Processing ICT survey data from businesses**
10:15 - 10:30	*Break*
10:30 - 12:00	**Module B-5: Disseminating data on the use of ICT by businesses and the ICT sector**
12:00 - 12:30	Test of Modules B-4 and B-5
12:30 - 13:30	*Lunch*

PART B: ICT Statistics on Households and Individuals

13:30 - 15:15	**Module H-1: Introduction to household ICT statistics. Survey planning and preparatory work**
15:15 - 15:30	*Break*

15:30 - 17:00	**Module H-1: Introduction to household ICT statistics. Survey planning and preparatory work (cont.)**
17:00 - 17:30	Test and evaluation

Thursday, 29 January 2008

8:30 - 10:15	**Module H-2: Statistical standards and topics. Data sources and collection techniques**
10:15 - 10:30	*Break*
10:30 - 12:00	**Module H-2: Statistical standards and topics. Data sources and collection techniques (cont.)**
12:00 - 12:30	Test and evaluation
12:30 - 13:30	*Lunch*
13:30 - 15:15	**Module H-3: Questionnaire design. Survey design**
15:15 - 15:30	*Break*
15:30 - 17:00	**Module H-3: Questionnaire design. Survey design (cont.)**
17:00 - 17:30	Test and evaluation

Friday, 30 January 2008

8:30 - 9:30	**Module H-4: Data processing. Data quality and evaluation**
9:30 - 10:00	**Module H-5: Dissemination**
10:00 – 10:30	Test and evaluation of Modules H-4 and H-5
10:30 - 10:45	*Break*
10:45 - 11:45	**Institutional issues related to ICT indicators**
11:45 – 13:00	**Final course evaluation and discussion**
13:00 - 14:00	*Lunch*
14:00 - 15:00	**Closing ceremony (distribution of certificates)**