

# ITU Multi-Country Workshop for National Focal Points on ICT Indicators and Measurements

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## Session 2 Roles of National Focal Points

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## Definition

- The 4<sup>th</sup> World Telecommunication / ICT Indicators Meeting (WTIM) held in Geneva on 10 – 11 February 2005 recommended that a focal point should be identified for ICT statistics to coordinate among national agencies involved with ICT and coordinate national and international data requests.
- More than one National Focal Point (NFP) may be needed, namely one for administrative data (usually from the regulator) and another for household data (usually from the NSO).
- Each to be responsible for compiling and replying to ITU questionnaires and follow-up queries.

## The person

- Someone who is attached to either the ministry / regulator or the NSO.
- Someone who is qualified in statistics or has a working knowledge of / experience in statistics preferably official statistics.
- Someone who is qualified in telecommunications / or is well versed in telecommunications.
- Ideally a combination of the two immediately above.
- Working knowledge of English.
- Good communication skills and people skills are an advantage.

## Critical roles of the NFP

- The NFP for administrative data is unlikely to be as well versed in statistical procedures and reporting as his counterparts in the NSO who are basically official statisticians.
- Therefore of particular importance and relevance to them are the following:
  - Know the providers and users of statistics in your country and collaborate among them and agencies.
  - Collect data from providers through well designed forms or portals.
  - Update forms and portals when changes occur.

## Critical roles of the NFP

- Perform data edits and other quality assurance activities on the data.
- Mind confidentiality issues.
- Dissemination of data.
- Archiving of data.

## Critical roles of the NFP

- Both NFPs from the ministry / regulator and the NSO must be familiar with the subject matter.
- Understand the definitions of each variable and be able to explain them to
  - the providers / respondents so that the correct data is collected.
  - the users so that the correct data is supplied and correctly used.
- Additionally, the ministry / regulator can conduct country level discussion with operators and service providers to ensure that they, in turn, understand the definitions and methodologies.

## Critical roles of the NFP

- Know the metadata ie data about the data you collect or disseminate.
- Ensure timely acquisition and dissemination of data
  - Acknowledge any data requests and try to fulfil within a set number of days
  - Make timely submissions to ITU questionnaires.
  - Respond to queries about the data raised by users / ITU
- Archive data. A time series is very useful in analysis.

## Critical roles of the NFP

- Whatever revisions or estimates agreed with ITU must be reflected in your database or archive.
- Ethical reporting
  - Data reported must be truthful.
  - Inform of any changes, revisions etc.
  - If it is an estimate, then a note to that effect must be made.
  - If there are slight variations from the definitions, a note to this effect must be made too.
- Be familiar with the Statistics Act, Telecommunications Act, Personal Data Protection Act of your country.



## Best practices

- Have two focal points within an agency to back up each other.
- The role of NFP should be institutionalised. It must appear in your job description.
- Inform the ITU in changes of status and appointment of new national focal point.
  - Do you know who are your NFPs?
  - Are they the same ones in ITU's register of NFPs?
- Keep informed of latest developments.

## Best practices

- Keep informed of latest developments.
  - Participate in ITU forums and online expert groups.
  - Attend and participate in the discussions of annual ITU WTIS, ITU expert group meetings and regional workshops.
  - You will also receive information on the latest publications and releases.
  
- Hold echo-seminars in your country after each major event above to cascade down information. This also raises your profile as an NFP.

## Best practices

- Be aware and familiar with resources in the ICT STATISTICS Homepage at <http://www.itu.int/en/ITU-D/Statistics/Pages/default.aspx>
  - ITU Handbook for the Collection of Administrative Data on Telecommunications and ICT
  - ITU Manual for Measuring ICT Access and Use by Households and Individuals
  - ICT Facts and Figures 2015
  - WTID 2015
  - Global ICT developments
  - IDI Data Visualization
  - Yearbook of Statistics 2015
- Importantly use and promote the use of these resources.

## Best practices

- Statistical advocacy
  - Promote the value and need of ICT statistics for planning and monitoring among international, regional and national agencies.
  - Propose to governments to create a favorable legal basis for collecting statistics if these are not already in place.

-Thank you-  
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