GUIDELINES AND SUGGESTED OUTLINE

for the National ICT Statistics Focal Points' Presentation

Session 4: Knowledge and Experience Sharing: National practices and coordination on ICT measurement and Lessons Learned

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

15-18 March 2016, Nay Pyi Taw, Myanmar

Thank you for accepting our invitation to participate in the ITU Training Workshop for National Focal Points on ICT Indicators and Measurements and to speak in Session 4 of said event.

This document is to provide you with some guidelines for speakers and suggested template for your country paper in order to facilitate effective presentation and ensuing discussions in Session 4.

PRACTICAL INFORMATION AND GUIDELINES

1. ITU and the Ministry of Communications and Information Technology, Myanmar are always ready to assist you during the Workshop planning process and during the Training Workshop itself.
2. Each session has a Session Moderator, who will manage and facilitate the discussions in the relevant Session of the Workshop.
3. For purposes of organizing the program and speaking slot arrangements, please don't hesitate to contact us at aurora.rubio@itu.int, copy andreas.christiono@itu.int.
4. A time slot of approximately 20minutes (max) is allocated to speakers from Indonesia, Myanmar and VietNam, of which 10 minutes each is allocated for the National ICT Statistics Focal Point from the Ministry/Regulator and another 10 minutes for the National ICT Statistics Focal Point from the National Statistical Office. We encourage the respective speakers from the Ministry/Regulator and National Statistical Office to coordinate their presentations before going to the Training Workshop.

   A time slot of approximately 10 minutes (max) is allocated to National ICT Statistics Focal Point from the Ministry/Regulator from Lao PDR and Timor Leste.

Should you feel that you need more time, please check with aurora.rubio@itu.int on whether that would be possible.

5. Moderators will manage the Session within the time allotted. Moreover, they will deliver brief session introductory remarks, introduce the speakers in the Session, noting that the speakers' CVs are available in the event website. The Moderator will likewise facilitate interactive exchange of views among speakers and Q and As among speakers and with the floor and will provide a short summary of the discussions/highlights and recommendations of their respective sessions before officially closing the session.

6. We suggest that a 10-minute presentation should consist of not more than 8 slides. If you have additional slides, you may put them in an "information slides" section at the end of your slide set. Those additional slides may be useful for those who will download the presentation from the event website: http://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/Pages/Events/2016/Mar-ICTSstats/home.aspx .

7. Points of notice
- All presentations will be made publicly available at the event website in PDF format. By accepting to speak at this event, speakers grant an implicit authorization for ITU to post their presentations online, unless stated otherwise.
- During the Training Workshop, all speakers will be asked to present using a Windows XP (minimum OS) computer connected to a projector provided by our host, MPTC. This will suffice for most presentations. However, some may require special software (e.g. movie players, sound clip players, etc) that may not be available on the supplied computer. For more elaborate presentations, your laptop may be more appropriate to conduct the presentation. Please inform Mr. Andreas Christiono (Andreas.christiono@itu.int) and Mr. Win Min Aug (winminaung01@gmail.com) should this be the case for your presentation.
- If you have supplementary materials such as a full-length paper (e.g. in WinWord or PDF format) in addition to your PowerPoint presentation, we will be happy to also make it available in the event website.

8. Actions Requested
- You are kindly requested to send the following to Andreas.christiono@itu.int (copy aurora.rubio@itu.int) on or before **11 March 2016**:
  - A half page CV or biography, indicating at least the name, title and affiliations as well as the final title of your presentation
  - Slide Presentations. NB: Presentations received after this deadline may be published on the website only after the event. Note that Training

Workshop will be as much as possible paperless. Thus, your timely submission shall be most appreciated.

➢ Half page executive summary of your presentation.

9. We would also like to remind you to kindly register to this Training Workshop and book your hotel accommodation as soon as possible if not done yet. Kindly note that the Training Workshop will be held at the The Thingaha Hotel, Naypitaw, Myanmar. Foreign participants are requested to book in this hotel as there will be no transport that will be provided to take participants staying in another hotel to go the venue of the Training Workshop.

10. Please check the event website: http://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/Pages/Events/2016/Mar-ICTSstats/home.aspx from time to time for updates on the programme.

PROPOSED OUTLINE FOR COUNTRY PRESENTATION and PAPER

You are encouraged to prepare the following:

A. For National ICT Statistics Focal Points from National Statistical Office
1. PowerPoint Presentation: As each speaker in Session 4 is allocated only 10 minutes each, we would encourage your presentation to be concise and focused on the following areas below:
   - Brief Description of the Structure and Process of ICT Household Data Measurement, Collection and Reporting
   - ICT Household Data Sources
   - Snap shot of webpage showing national ICT Household Data
   - Issues, Concerns and Challenges faced in ICT Household Data Measurement, Collection and Reporting
   - ICT Data and Statistics-related Initiative(s)
   - Good Practices and Lessons Learned
   - Other Information

2. Background Paper
   In addition, and as a preparation for the course, we kindly ask you to prepare a background paper describing the status of ICT statistics collection and dissemination in your country. The paper should have between two to four pages maximum. However, you can attach any complementary documents/questionnaire that you

would like to share with us. We kindly ask you to submit the paper by **11 March 2016** to Andreas.christiono@itu.int .

The paper should provide information on general surveys conducted and ICT statistics collected in your country. You are requested to reply to the following questions:

- What household surveys have been conducted in your country since 2008? What are the sampling frames and geographic coverage for these surveys?
- Have any of the above surveys included questions on ICT access and use? If so, please mention these questions explicitly. If possible provide information about the survey, including periodicity, coverage and Internet links
- Do the questions on ICT statistics reflect the core list of ICT indicators? For reference, the core list of ICT indicators is included in annex 1 of the ITU Manual. You can find the Manual at: http://www.itu.int/pub/D-IND-ITCMEAS-2014.
- What sampling designs have been used in relevant surveys to collect the ICT statistics, or will be used in the future?
- Are you planning any surveys during 2016, 2017 and 2018 that can be used as survey vehicles for ICT statistics? Please mention the name of the each survey (for example: living conditions, labour force, expenditure, DHS, business), the coverage, the year when it is planned, and the main donors and stakeholders.

We kindly ask you to send by e-mail to Andreas.christiono@itu.int or to bring to the Training Workshop, all questionnaires of the relevant surveys that have been conducted since 2009: e.g. living conditions, labour force, expenditure, etc.

B. For National ICT Statistics Focal Points from Ministry/Regulator

1. PowerPoint Presentation: As each speaker in Session 4 is allocated only 10 minutes each, we would encourage your presentation to be concise and focused on the following areas below:
   - Brief Description of the Structure and Process of telecommunication/ICT indicators Measurement, Data Collection and Reporting
   - Data Sources

- Role of the National ICT Statistics Focal Point
- Snap shot of webpage showing national ICT Statistics and Data
- Issues, Concerns and Challenges faced in telecommunication/ICT Indicators Measurement, Data Collection and Reporting
- ICT Data and Statistics-related Initiative(s)
- National Coordination
- Good Practices and Lessons Learned
- Other Information

2. Background Paper

   In addition, and as a preparation for the course, we kindly ask you to prepare a background paper describing the status of telecommunication/ICT statistics collection and dissemination in your country. The paper should have between two and four pages maximum, however you can attach any complementary documents/questionnaire that you use that you would like to share with us. We kindly ask you to submit the paper by 11 March 2016: Andreas.christiono@itu.int .

   The paper should provide information on how the data are collected from the telecommunication operators in your country. You are requested to reply to the following questions:
   - List in a table format the telecommunication operators in your country, by type of service offered (Fixed, mobile, Internet,etc). Indicate the market share of each operator if possible.
   - Describe the data collection methods: frequency, mode of data collection
   - What computer application is used to collect and disseminate the data
   - Bring annual reports that contain the latest data of each operator.

Thank you very much and we look forward to your active participation in the Training Workshop.