



**Telecommunication
Development Bureau (BDT)**

Ref.

Geneva, 29 January 2014

To:

- Caribbean Administrations
- Caribbean Regulators
- Caribbean Operators
- ITU-D Sector Members

Subject: Regional Training Workshop on ITU Information and Communication Technology (ICT) Indicators, Gros Islet (St. Lucia), 24-27 February 2014

Dear Sir/ Madam,

At the kind invitation of the Ministry for Public Service, Information and Broadcasting of St. Lucia, the International Telecommunication Union (ITU), in partnership with the Eastern Caribbean Telecommunications Authority (ECTEL), is pleased to invite your organization to participate in the **Regional Training Workshop on Information and Communication Technology Indicators** to be held from 24-27 February 2014, in Gros Islet, St. Lucia. The workshop is organized by Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU) in collaboration with, and supported by, the Eastern Caribbean Telecommunications Regulatory Authority (ECTEL).

The objective of the workshop is to strengthen the capacity of countries in the region to produce national statistics and indicators on telecommunications and ICT. The workshop is intended for, and therefore welcomes participants, who are responsible for collecting and/or producing such statistics in ministries, regulatory agencies and national statistical offices. The workshop will present an overview of the work on ICT measurement undertaken globally by the ICT Data and Statistics Division, ITU/BDT, including the ICT Development Index and the ICT Price Basket; discuss the main groups of telecommunication/ICT indicators collected by ITU, their definitions and methodological issues; the dissemination and harmonization of ICT data at the international level; data collection/ITU questionnaires; ITU manuals; as well as mechanisms for the national coordination of ICT statistics. Also, the participants will have the opportunity to share the experience of their countries in the collection, harmonization and coordination of telecommunication/ICT indicators.

While there is no registration fee, all expenses of the workshop participants are to be covered by the participating organization.

Mr Cleveland Thomas, ITU Area Representative, ITU Area Office for the Caribbean, email: Cleveland.thomas@itu.int or Mr Sylvester Cadette, Programme Officer, ITU Area Office for the Caribbean, e-mail: sylvester.cadette@itu.int, tel.: +1-(246)-431-0343/4, fax: +1-(246)-437-7403 are at your disposal should you require additional information and clarification.

I look forward to your participation in this event.

Yours faithfully,



Brahima Sanou
Director

Annexes:

- 1- Background Information
- 2- Tentative agenda
- 3- Registration Form
- 4- Local information (list of hotels not yet included)



Regional Training Workshop on ITU Information and Communication Technology (ICT) indicators

Saint Lucia
24-27 February 2014

Draft Agenda

Day	Main topic/objective	Meeting subjects
Monday, 24 Feb 9:15 a.m. – 10:30 am.	Opening Ceremony	
<i>Coffee Break</i>		
10:45 a.m. – 12:30 am.	<p>Introduction and definition of workshop objectives</p> <p>Overview of work on ICT measurement globally and in the region (ECTEL)</p>	<ul style="list-style-type: none"> • Introduction and background of workshop (ITU, ECTEL?) • Introduction of participants • ITU's work on ICT measurement • ITU Handbook, ITU Manual
<i>Lunch Break</i>		
2:00 p.m. – 3:30 p.m.	Benchmarking	<ul style="list-style-type: none"> • Measuring the Information Society (MIS) report • ICT Development Index
<i>Coffee Break</i>		
3:45 p.m. – 5:00 p.m.	Introduction to ITU data collection	<ul style="list-style-type: none"> • ITU data collection (short questionnaires) telecom indicators • Definition and compilation of indicators (based on ITU Handbook)

Day	Main topic/objective	Meeting subjects
Tuesday, 25 Feb 9:00 a.m. – 12:30 pm Note: Coffee break in between	Introduction to ITU data collection (cont.)	<ul style="list-style-type: none"> • ITU data collection (short questionnaires) household indicators • Definition and compilation of indicators (based on ITU Manual)
<i>Lunch break</i>		
2:00 p.m. – 5:00 p.m. Note: Coffee break in between	Case Studies <ul style="list-style-type: none"> ➤ Jamaica ➤ Suriname ➤ Barbados 	

Day	Main topic/objective	Meeting subjects
Wednesday 26 Feb 9:00 am – 9:30 am.	Review of Tuesday's Afternoon Workshop Session	
	Case Studies	
9:30 am – 11:00 am.	Training on telecom statistics	<ul style="list-style-type: none"> • Interactive debate: Compilation issues for administrative data
<i>Coffee Break</i>		
11:15 am – 12:30pm	Training on ICT household statistics	<ul style="list-style-type: none"> • Interactive debate: Compilation issues for administrative data
<i>Lunch break</i>		
2:00 pm – 5:00 p.m. Note: Coffee break in between	ICT Price Basket (IPB)	<ul style="list-style-type: none"> • IPB questionnaire, indicators definition and guidelines used in the data collection • Calculation of the IPB and sub-baskets Analysis and results

<p>Thursday, 28 Feb 9:00 a.m – 12:30 a.m.</p> <p>Note: Coffee break in between</p>	<p>National coordination to produce ICT statistics (importance and mechanisms)</p>	<ul style="list-style-type: none"> • Role of different national stakeholders • National experiences in the coordination of ICT statistics (round table/interactive session)
<p><i>Lunch break</i></p>		
<p>2:00 pm –3:30 pm</p>	<p>Measuring international targets – WSIS+10, Broadband Commission, MDGs</p>	<ul style="list-style-type: none"> • Overview of the international targets dealing with ICTs and the corresponding data collection processes. Work of the Partnership on Measuring ICT for development • The WSIS targets measurement in the Caribbean
<p><i>Coffee break</i></p>		
<p>3:45 pm – 5:00 pm</p>	<p>Workshop results/way forward</p>	<ul style="list-style-type: none"> • Presentation of main findings • Way forward /Recommendations for future ICT measurement