Ref.:	BDT/PKM/DM/062	Geneva, 7 June 2011
Contact:	Mrs. Gisa Fuatai Purcell ITU-EC Project Coordinator for the Pacific	ICB4PAC Project Country Focal Points, Regulators, and other Stakeholders
Telephone:	+ (679) 322 0285	
Telefax:	+ (679) 322 0346	
E-mail:	fuatai.purcell@itu.int	

Subject:	**Invitation to the ICB4PAC Workshop on Monitoring and Evaluation of National ICT Policy Implementation; Honolulu, Hawaï, 18-20 July 2011**

Dear Sir/Madam,

The International Telecommunication Union (ITU) is pleased to invite you to the workshop on **Monitoring and Evaluation of National ICT Policies** which will take place on **18-20 July 2011; Honolulu, Hawaii.** This event is supported by the University of Hawaii, and the European Union, through their financial contributions.

The objectives of this workshop are:

1. To understand the principles and identify key issues of monitoring and evaluating the implementation of National ICT policies;

2. To understand international best practices and existing models;

3. To understand important indicators required for Monitoring and Evaluation of ICT projects;

4. To develop guidelines of Monitoring and Evaluation of ICT policies;

Mrs. Gisa Fuatai Purcell, ITU-EC Project Coordinator for the Pacific, is currently preparing the relevant information and will transmit it to your Administrations in due time. In the meantime, you may contact her directly should you require any clarification or additional information concerning this workshop. (E-mail: fuatai.purcell@itu.int Tel.: + (679) 322 0285).

The Preliminary Agenda, Fellowship Application Form and Registration Information, are attached. The Participant information will be sent to you in due course.

I sincerely hope that you will be able to participate in this important meeting which will be crucial to the success of the project.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Copy: Mrs. Eun-Ju KIM, Regional Director, ITU Regional Office for Asia and the Pacific

Annexes: Annex: I   - Preliminary Agenda
          Annex: II - Fellowship Application Form
          Annex: III - Registration Information

Annex I – PRELIMINARY AGENDA

Monitoring and Evaluation of Implementing National ICT Policies
Honolulu, Hawaii

18-20 July 2011

The objectives are to understand the principles and identify key issues of monitoring and evaluating the implementing National ICT policies; To solicit inputs from ICT stakeholders on the present methodologies they are using; to understand important indicators required for M&E; and to develop guidelines of Monitoring and Evaluation of ICT policies

Day 1 (Monday 18.7.2011)	
0800-0850 0900-0930	Registration Opening Session – University of Hawaii (TBC) - ITU (Gisa Fuatai Purcell)
0930-0945	**COFFEE BREAK**
0945-1130	**Session 1: BASIC INTRODUCTION TO THE MONITORING AND EVALUATION** Objective: To understand the changing role and practice, general aspect and the fundamental principles of monitoring and evaluation (M&E). The session will cover the basics of the following issues: • Challenges of M&E • Why monitor and evaluate projects? • Impact of M&E to project implementation
1135-1230	**Session 2: KEY TERMS IN M&E** Objective: Understanding the Evolution of M&E and key terms. This session will include: • Understanding Logframes • Qualitative and Quantitative Indicators • The purpose of Indicators • Analysing the Situation
1230 -1400	**LUNCH BREAK**
1400-1530	**Session 3: Purpose and Scope of M&E Plan** Objective: To understand why we need to monitor and evaluate Projects. • Why do we monitor and evaluate projects? • Establishing the purpose and scope of M&E plan • Completing logframes with indicators and information sources

	• Reviewing logframes for quality assurance
1530-1545	**COFFEE BREAK**
1545-1700	**Session 4: DATA GATHERING** Objective: To understand why data is required for M&E. This session will include: • Why do we need to gather data? • Planning data gathering and organizing surveys • Creating necessary conditions and capacities **Presentation: University of Hawaii**
	Day 2 (Tuesday, 19.7.2011)
0900-1030	**Session 5: ESSENTIALS OF MONITORING AND EVALUATION** Objective: To understand the framework for monitoring and evaluating for results and what has changed, be able to distinguish when as an indicator is appropriate and when it is not, and design tools for outcome monitoring. This session will include but not limited to the following: • Concept and Framework for M&E • What is an appropriate indicator • Design tools for outcome monitoring
1030-1045	**COFFEE BREAK**
1045-1230	**Session 6: GROUP EXERCISE A** Objective: To indicate an understanding of the above 4 sessions. The whole group will list the main issues/concerns why we monitor and evaluate projects. From the list of issues/concerns, participants will break up into 3 or 4 working groups giving each group an issue/concern to discuss using the following guide: • What major challenges do you see? • How do you plan to meet these challenges? • What will you to ensure your colleagues/stakeholders/government collaborates? What support are you likely to need?
1230-1300	**LUNCH BREAK**
1330-1445	**Session 7: GROUP PRESENTATIONS** Objective: All groups will be given 10 minutes for their presentations as was done in Session 5 followed by discussions with a focus on developing and M&E framework using the guidelines in session 5
1445-1530	**Session 8: COUNTRY EXPERIENCE – PNG AND COOK ISLANDS** Objective: Country representatives will share the approach that they have taken and plan to take to evaluation and monitoring of National ICT Plans. They will not only raise issues of more general interest affecting all Pacific Island Countries but challenges that they have met and are managing on the way. Representatives of the countries named will

	make formal presentations followed by a plenary workshop discussion and questions.
1530-1545	**COFFEE BREAK**
1545-1745	**Session 9: M&E Framework** Objective: To use the learning from the previous sessions to develop guidelines of developing and M&E Framework. This will be done as a plenary workshop discussion - M&E Plan - Logframes - Data Gathering - Indicators
**Day 3 (Wednesday, 20.7.2011)**
0900-1030	**Session 10: M&E Framework continuation of session 9** Objective: To complete a draft M&E Framework Participants will review the M&E framework based on learnt from Day 1 and Day 2.
1030-1045	**COFFEE BREAK**
1045-1230	**Session 11: RECAP ON THE PREVIOUS SESSIONS** Objective: This session will involve a revision of the previous sessions by the expert. Participants will agree the draft M&E Framework that they can use on monitoring and evaluation ICT projects when they return home. This session will be an opportunity for participants to raise or re-raise issues that they wish to further discuss.
1230-1330	**LUNCH**
1330-1530	**Session 12: DRAFT WORKSHOP REPORT** Objective: This session will look at the draft workshop report. The Expert will present the format and key sections of the draft workshop report. Participants will agree on the format.
1530-1545	**COFFEE BREAK**
1545-1630	**Session 13: WRAP UP SESSION** Objective: In this session, the expert will present a summary of the week's workshop including the result of the case studies, and the key messages from participants. **Session 14: WORKSHOP OFFICIAL CLOSING** **University of Hawaii - TBC** **Mrs. Fuatai Purcell – ITU Project Coordination**

Annex II – FELLOWSHIP APPLICATION FORM

<table>
<tr><td></td><td>ICB4PAC Workshop for Monitoring and
Evaluating National ICT Policy Implementation

Honolulu, Hawaii
18-20 July 2011</td><td></td></tr>
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Please return to:	**Administration Division (ADM)** **ITU/BDT, Geneva (Switzerland)**	**E-mail : bdtfellowships@itu.int** **Tel: +41 22 730 5487 / 5095** **Fax: +41 22 730 5778**

Request for a fellowship to be submitted before (16 June 2011)

Participation of women is encouraged

Country _____

Name of the Administration or Organization _____

Mr. / Ms. _____   _____
       (family name)   **(given name)**

Title _____

Address _____

_____

Tel.: _____ **Fax** _____

e-mail _____

PASSPORT INFORMATION :

Date of birth _____

 Nationality _____ **Passport number** _____

Date of issue _____ **In (place)** _____ **Valid until (date)** _____

CONDITIONS
1. One fellowship per distribution list.
2. One return ECO class air ticket by the most direct/economical route.
3. A daily allowance to cover accommodation, meals and incidental expense
4. Imperative that fellows be present first day/end of the workshop.

TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature:_____**Date:**_____

Annex III – REGISTRATION INFORMATION

1. Registration: All registrations for the workshops are done on line. Please click on this link
   http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?_eventid=4000089

   and complete the registration form.

   Should you have any problems, please contact Mrs. Gisa Fuatai Purcell at Fuatai.Purcell@itu.int

   Registration will also be conducted at the venue from 8:00 to 8:50 am on 18 July 2011.

2. Name Badges & Admittance: Name badges will be available at the Registration Desk during
   registration. Name Badges are required for access to the meeting venue.