The Meeting will recall SCCS/2007/32/26 presented at the Thirty-Second Meeting of the Standing Committee of Caribbean Statisticians (SCCS) which informed of the Terms of Reference (TORs) and Work Plan of the ICT Sub-Committee on Statistics. The Terms of References (TORs) and Work Plan are attached as Attachment I and II, respectively.

The various areas of the Work Plan are being executed, albeit slower than the timelines agreed to, mainly due to a lack of resources. National Statistics Offices (NSOs) have been contacted and have identified an officer with whom the Secretariat can liaise directly in order to further the work of the Sub-Committee.

The NSOs have been requested to prepare a list of sources for ICT statistics for their respective countries. This will then be reviewed by the Sub-Committee (which is expected to meet in 2009), and the next steps determined.

Follow-up with the NSOs have resulted in the submission of a status report of work in ICT statistics by the Saint Lucia Statistics Department. While it is commendable that Member States have recognised the importance of gathering and analysing ICT statistics, there is the need for more work to be undertaken in this area, in an accelerated time frame. Only then will the Region be in a position
to effectively inform and implement policies that will allow for the general citizenry to take full advantage of the benefits that can be accrued from information and communication technologies – e.g., some of the questions that require fast answers and policies include, “What can be done in schools to ensure our youths are prepared for the ‘information age’?, How can ICTs be used to alleviate poverty? How can ICTs be used to improve literacy rates? What ICT services can be exported?” Given the current financial crisis in the United States, it is almost certain that tourism earnings will decline. The Region must therefore be prepared to take advantage of alternative sources of revenue; ICT services may be one such source.

ICT is cross-cutting and those are only a small fraction of the questions that must be answered. The relevant statistics are required now.

**ACTION REQUIRED**

The **Meeting** is **invited** to:

- **consider** the Work Plan and the mechanisms by which it can be made operative.

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ICT Sub-Committee on Statistics

Draft Terms of Reference

1. Objectives of the Information and Communication Technology (ICT) Sub-Committee on Statistics:

   The ICT Sub-Committee on Statistics shall:

   (i) Serve as a “think-tank” facilitating the development of indicators on ICT effectiveness for the CARICOM Region, and;
   (ii) Guide the development of ICT statistics to inform policy and decision making.

2. Activities of the ICT Sub-Committee on Statistics:

   In the context of the development of ICT Statistics in the Region, the Sub-Committee will focus on the following activities:

   (i) Guiding the development of a work plan for ICT statistics in the Region;
   (ii) Identifying a harmonized, relevant set of core indicators;
   (iii) Advising the Regional ICT Steering Committee on Statistical matters in advancing the Region’s ICT agenda;
   (iv) Establishing targets in respect of the elements of the work programme and guiding the selection of indicators;
   (v) Monitoring and evaluating the progress of the targets set in the work plan and their outcomes;
   (vi) Developing the methodological framework to be pursued, and
   (vii) Making recommendations for the agreement on the Methodology to be used in the identification of indicators and in the collection of data;
   (viii) Enabling the interchange of information among Members and to Member States.
3. **Structure and Reporting Arrangements of the ICT Sub-Committee on Statistics:**

(i) The Sub-Committee on Statistics is one of six (6) Sub-Committees reporting to the Regional ICT Steering Committee. It will also report to the Standing Committee of Caribbean Statisticians (SCCS), Council for Trade and Economic Development (COTED) and Council for Human and Social Development (COHSOD) as required and may establish linkages with the other Sub-Committees, namely, Human Resource Development; Connectivity & Internet Governance; Communications and Content, Public Education; Financing & Resourcing; and Policy and Regulation.

(ii) The Sub-Committee will be chaired by a Committee member, as selected by the members of the committee, for a specific period of time. It is recommended that the chairperson should sit on the Regional ICT Steering Committee.

(iii) The Sub-Committee will select a Rapporteur. The Rapporteur and the Secretariat of the Sub-Committee will be responsible for the preparation of reports.

(iv) The Sub-Committee must comprise at least one member of the CARICOM Secretariat and may have representation from any other interested parties or experts as the Committee may require.

(v) The CARICOM Secretariat will act as the secretariat for the Sub-Committee. The Secretariat will plan, coordinate and monitor all Sub-Committee related activities in conjunction with the Chair. The Secretariat will be responsible for servicing the meetings of the Sub-Committee, including distributing the agenda, receiving reports and preparing/finalising the minutes. The CARICOM Secretariat will provide meeting coordination and information distribution support to the Sub-Committee, as appropriate.

(vi) The Sub-Committee may meet face-to-face or virtually/electronically, as often as required, to effectively carry out its work.
(vii) Sub-Committee members will be responsible for the costs of travel, meals and accommodation related to their attendance at Sub-Committee meetings.

(viii) The Sub-Committee shall operate by consensus and function in a task-driven, goal-oriented and flexible manner as a network of professionals working or interested in the fields of Statistics, ICT and the Information Society.

(ix) The Sub-Committee will report regularly to the Steering Committee regarding its activities, and an annual report will be prepared and tabled in November of each year.
Work Plan of the Information and Communication Technologies (ICT) Sub-Committee on Statistics:

The Statistics Sub-Committee is one of six (6) Sub-Committees to the Regional Information and Communication Technologies (ICT) Steering Committee.

At the Inaugural Meeting of the ICT Sub-Committee on Statistics held 4 October 2007 in Georgetown, Guyana, the following Plan of Work was developed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Time Schedule</th>
<th>Responsible Agency/Organisation</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1. Define the scope of the ICT Sector relevant for use in the context of the CARICOM Region.</td>
<td>Q1, 2008.</td>
<td>Jamaica</td>
<td>Will also require the review of the relevant international classifications.</td>
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<td>2. Identification of themes, issues and concerns of relevance to the Region, and corresponding indicators. These will take into consideration the internal and external divide:</td>
<td>Q1, 2008.</td>
<td>The University of the West Indies (UWI), the Caribbean Community (CARICOM) Secretariat, the Caribbean Centre for Development Administration (CARICAD), the United Nations Economic Commission for Latin America and the Caribbean (UN ECLAC), and Antigua &amp; Barbuda.</td>
<td>Report should be ready by the specified timeline.</td>
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- The internal divide will take into account, *inter alia*, youth and use of ICTs from a demographic perspective, such as by gender, age, location of (first) use, etc.; ICT and education, e.g. males and females in secondary and tertiary institutions and linkage to the labour market; linkages between migration and use of ICTs.

- The external divide will focus on global competitiveness and economic development.
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<td>3. Assessment of data sources and availability at the national level – separation of primary and secondary sources of data.</td>
<td>To be determined at the SCCS meeting to be held during November 2007</td>
<td>National Statistical Offices (NSOs) of Member States, UNECLAC.</td>
<td>It should be noted that once the NSOs are involved then CARICOM Statistics is automatically involved.</td>
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<td>4. Development of appropriate measures for the assessment of the impact of ICTs on society.</td>
<td>Q4, 2008.</td>
<td>The University of the West Indies (UWI) and the Caribbean Community (CARICOM) Secretariat.</td>
<td></td>
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<td>5. Establishment of regional benchmark, best practices; review of work already put in place; exchange of information.</td>
<td>All agencies.</td>
<td></td>
<td>Need to establish more definitive timeline.</td>
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<tr>
<td>6. Provision of other technical assistance to the Secretariat as required.</td>
<td>Ongoing.</td>
<td>All Agencies.</td>
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