

Expert Group on Telecommunication/ICT Indicators (EGTI)

Revised Terms of Reference (November 2017)

1. Background

Resolution 8 (Rev. Buenos Aires, 2017) of the World Telecommunication Development Conference instructs the Telecommunication Development Bureau (BDT) of the International Telecommunication Union “to monitor the development and improvement of methodologies relevant to indicators and methods of data collection, through consultation with, and inviting contributions from Member States, particularly by means of the Expert Group on ICT Household Indicators (EGH) and the Expert Group on Telecommunication/ICT Indicators (EGTI) [...]”

The following terms of reference provide guidance on how the Expert Group on Telecommunication/ICT Indicators will perform its work and deliver on its mandate.

2. Official name and acronym

The Group shall be called the Expert Group on Telecommunication/ICT Indicators or, in short, EGTI.

3. Scope of work

The scope of the work of EGTI can be summarized as follows:

- To review existing and develop new telecommunication/ICT supply-side indicators on a continuous basis, including reviewing and developing harmonized definitions and data collection methodologies to keep up to date with the fast changing nature of ICT technologies and services.
- To decide on ICT indicators from the supply side to be collected through the ITU statistical questionnaires on telecommunications/ICTs.
- To periodically review the *ITU Handbook for the Collection of Administrative Data on Telecommunications/ICT*. The Handbook should be updated to reflect the updated definitions and methodologies.
- To work with the Expert Group on ICT Household Indicators (EGH) on issues related to indicators and topics that are common to both groups.

4. Membership

The group shall be composed of experts from the ITU Member States, sector members and academic institutions, as well as invited ICT experts, engineers, statisticians and analysts who are familiar with the technologies, the services and the indicators needed to measure them. In particular, national regulatory agencies, relevant ministries and national statistical agencies are encouraged to participate as they are the main producers of ICT indicators collected from telecommunication operators and service providers, and therefore the main users of the outcome of the work of the group.

The work of EGTI shall be led by a Chair and two Vice-Chairs.

The ICT Data and Statistics Division within the Projects and Knowledge Management Department of BDT shall provide secretariat services to the group.

5. Tenure of office

Members who have joined the group remain to be members until they decide to withdraw their membership. Members are expected to notify the ITU secretariat if they wish to leave the group.

The Chair and the two Vice-Chairs shall have a term of four years, and will be appointed at the World Telecommunication/ICT Indicators Symposium (WTIS) when the four year period falls due.

The Chair and the two Vice-Chairs of the group should rotate among the regions.

6. Governance

Appointment of Chair and Vice-Chairs:

The Chair and the two Vice-Chairs shall be experts in the topic of supply-side telecommunication/ICT statistics and should have participated in methodological discussions on this topic at the international level prior to their appointment.

The Chair and the two Vice-Chairs shall be nominated at WTIS. They shall be appointed following the approval by the BDT Director.

Functions of the Chair:

- Facilitate the discussions during EGTI meetings and other EGTI-related events, including presenting the outcomes of the work of the EGTI during WTIS.
- Prepare together with the ITU secretariat an annual work plan for EGTI.
- Lead the exchange of ideas on the discussion topics using the online discussion forum by opening the various discussion topics at the beginning of the year, posting contributions actively on the online forum, proposing future discussion topics, proposing the formation of sub-groups to work on specific topics/issues relevant to the work of EGTI, and encouraging members to post contributions on the online forum.
- Provide comments, as needed, on briefing documents and summary reports for EGTI meetings and related events.
- Motivate members to participate actively in the work of EGTI.
- Communicate and collaborate with the ITU secretariat in the performance of the above-listed duties.

Functions of the two Vice-Chairs:

- The two Vice-Chairs shall deputize the Chair, and conduct the work of the group in the absence of the Chair. The two Vice-Chairs shall also support the work of the Chair during EGTI meetings, as well as the preparation of input documents for the meetings, and for the discussions in the online forum.
- If for any reason the Chair vacates the position during the tenure of office, or resigns from the group, one of the two Vice-Chairs shall assume the position of Chair for the remainder of the term of office.

7. Methods of work

EGTI, in agreement with ITU, may set up sub-groups to study specific indicators or methodologies. ITU may invite ICT experts and observers with specialized knowledge to participate in the work of EGTI and/or its working groups. To join the sub-groups, members must apply by e-mail, explaining their motivation, relevant experience and previous training. The sub-groups will be chaired by an expert in the topic selected by ITU in agreement with the EGTI Chair.

EGTI and its sub-groups shall conduct their work through the online discussion forum that has been set up for this purpose on the ITU website (http://www.itu.int/ITU-D/ict/ExpertGroup/default_group.asp). EGTI members are expected to use the forum actively to exchange ideas, post documents, and provide comments on documents. The EGTI discussion forum will be moderated by the Chair and the two Vice-Chairs, in close cooperation with the ITU secretariat.

8. EGTI meetings

The group shall convene at least one face-to-face meeting every year in Geneva or another location agreed by EGTI and ITU. The ITU secretariat will be present at the meeting and may take part in the discussions. The EGTI Chair is expected to present the draft results of the work completed by the group with the support of the two EGTI Vice-Chairs.

Members are encouraged to actively contribute to the discussions during these face-to-face meetings and come to a consensus on the discussion items included in the agenda.

9. Reporting of the work of EGTI

The EGTI Chair shall present the outcome of the annual EGTI meeting to WTIS, outlining its work, achievements, recommendations and future work.