

ITU Expert Group on ICT Household Indicators (EGH)

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 ICT Household Indicators will perform its work and deliver on its mandate.

2. Official name and acronym

The Group shall be called the Expert Group on ICT Household Indicators or, in short, EGH.

3. Scope of work

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

- To review existing and develop new indicators on household ICT access and individual ICT use, including reviewing and developing harmonized definitions, response categories and/or classificatory variables to keep up to date with the evolution of technologies, services and user behaviour.
- To decide on ICT indicators to be collected through the ITU questionnaires on access and use by households and individuals.
- To periodically review the *ITU Manual for Measuring ICT Access and Use by Households and Individuals*. The Manual should be updated in order to reflect the revised ICT household indicators as well as experiences and lessons learnt by national statistical agencies around the world from their collection of ICT indicators through household surveys.
- To work with the Expert Group on Telecommunication/ICT Indicators (EGTI) on issues related to indicators and topics that are common to both groups.

4. Members and membership

The group shall be composed of experts from ITU Member States, sector members, academic institutions and other experts who are familiar with data collection and the methodology of ICT household indicators. In particular, national statistical agencies are encouraged to participate as they are the main producers of ICT statistics based on household surveys and therefore the main users of the outcome of the work of the group.

The work of EGH 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 EGH.

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 ICT household indicators 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 in EGH meetings and other EGH-related events, including presenting the outcomes of the EGH work during WTIS.
- Prepare together with the ITU secretariat an annual work plan for EGH.
- 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 EGH, and encouraging members to post contributions on the online forum.
- Provide comments, as needed, on briefing documents and summary reports for EGH meetings and related events.
- Motivate members to participate actively in the work of EGH.
- 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 EGH 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 Vice-Chairs shall assume the position of Chair for the remainder of the term of office.

7. Methods of work

EGH, in agreement with ITU, may set up sub-groups to study specific sub-sets of indicators or methodologies. ITU may invite ICT experts and observers with specific knowledge to participate in the work of EGH and/or its sub-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 EGH Chair.

The work of EGH and its sub-groups shall be conducted using the online discussion forum that has been set up for this purpose on the ITU website (www.itu.int/net4/ITU-D/forums/EGH/). EGH members are expected to use the forum actively to exchange ideas, post documents, and to provide comments on documents. The EGH discussion forum will be moderated by the Chair and the two Vice-Chairs, in close cooperation with the ITU secretariat.

8. EGH meetings

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

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