

Ninth Meeting of the Pacific Statistics Steering Committee (PSSC)

Novatel, Nadi, Fiji

21-22 October 2014

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TUESDAY, 21 OCTOBER 2014
Meeting of the Pacific Statistics Steering Committee (Day 1)

Opening remarks

1. The PSSC Chair, Mr Simil Johnson Youse, Government Statistician, Vanuatu, opened the meeting by greeting the participants. Mr Arthur Jorari, Demographer, SPC, led the opening prayer. The Chair then thanked the participants for their attendance and provided a brief overview of the agenda, stating that the meeting is expected to last two days.

Agenda 1: Final review / amendments / sign-off on TYPPS Phase-2 design

Led by: Ms Gnari Michael, Assistant Director Pacific Regional Branch, Department of Foreign Affairs and Trade

Presentation:

2. Ms Gnari Michael, Assistant Director Pacific Regional Branch, Department of Foreign Affairs and Trade (DFAT), Australia, began discussion on the first agenda item by acknowledging the time-consuming process for the TYPPS Phase-2 design and thanking PSSC for its support. She noted that the TYPPS Phase-2 Design Report was a living document, which can be added to and improved over time.
3. Ms Michael, DFAT, then presented four key points in the Phase-2 Design Report.
 - a. The five major objectives to be achieved during Phase-2.
 - b. The new TYPSS Coordination Unit will be headed by the TYPSS Coordinator. The TYPSS Coordinator must be an autonomous independent person to assist with coordination and technical assistance (TA), as well as running meetings, working with TWGs, and strengthening M&E.
 - i. The M&E component will be helpful to aid DFAT in defending the funding for TYPSS.
 - ii. The original idea of a TYPSS Coordinator became a Coordination Unit, based in SPC's Suva facilities.
 - iii. The SPC Director General will personally oversee the TYPSS Coordination Unit.
 - iv. The other members of the Coordination Unit will assure that TWGs are well supported.
 - v. The Phase-2 Design Report did not detail technical statistical content for the Coordination Unit but focused on governance and structural aspects.
 - c. Improvement of TWG functioning, which would be supported by the Coordination Unit.
 - d. Clear criteria for success must be established for the TYPSS Coordination Unit.
4. Ms Michael, DFAT, concluded the presentation of the Phase-2 Design Report by noting that other elements related to the Coordination Unit, such as the recruitment process for the TYPSS Coordinator, would be discussed later in the meeting's agenda.

Discussion:

5. The discussion on the recommendations of the Phase-2 Design Report began with a request from DFAT to endorse in principal the design, subject to discussions. It would be understood that PSSC could make changes to the design. Following the request, discussions continued on the report.
6. Ms Jillian Campbell, Statistician, United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) Pacific Office, suggested that the main part of the design should be discussed as well as the annexes, especially the annex on TWGs.

7. Mr David Knight, Economist, World Bank, endorsed the efforts of PSSC and SPC on TYPSS. He also supported the new objectives in the Phase-2 Design Report.
8. Mr Scott Roger, Coordinator, Pacific Financial Technical Assistance Centre (PFTAC), also noted no difficulties with the new objectives but expressed concerns on the TWG aspects of the report. He also stated that delineation of how development partners collaborate on NSSs should be improved. Mr Gerald Haberkorn, Director, Statistics for Development Division, SPC, agreed with the comments from PFTAC, noting that M&E should deal with inputs and outputs as opposed to objectives.
9. Mr Sathya Paul, Professor of Economics and Head of the Faculty of Business and Economics, University of the South Pacific (USP), commented that USP offers the Official Statistics Course in the university's School of Economics. The university is working to begin a Masters in Official Statistics course in 2016. USP would be pleased to offer its support in these areas.
10. Mr Len Cook, Friend of the Chair, noted that many partners often offer assistance when similar design opportunities arise, not often resulting in an optimum development environment. He also expressed concern on the frequency and level of reporting: assuring that PSSC is not constipated by reports should be a priority. He also agreed that PSSC must establish what the TYPSS Coordinator should accomplish within the position's first six months. Mr Cook concluded his comment by noting that new reporting loads for countries should be phased in carefully since reporting and assessment are traditional challenges for countries. Mr Knight, World Bank, endorsed Mr Cook's comments and added PSSC can be steered with objectives and targets that support completion of work. Ms Michael replied DFAT did not want to impose any additional reporting burden and that the Coordination Unit would work around pre-existing reporting requirements. Reporting should be coordinated through the Coordination Unit.
11. Mr Roger, PFTAC, noted the importance of M&E in TYPSS Phase-2. The reporting and monitoring framework should be more than simply checking boxes. He also stated that PFTAC's objectives for its five-year funding program were set in 2011; as a result, new elements in TYPSS Phase-2 may not be accepted by PFTAC's governance structure. He also echoed comments that the TYPSS Coordinator should draw on available resources, find gaps, and determine how they can be filled. Mr Haberkorn, SPC, noted the potential difficulties caused by PFTAC's already established five-year plan; PSSC would need to work around that.
12. Mr Ipia Gadabu, Director of Statistics, Ministry of Finance, Nauru, also noted that adopting a new reporting standard would hinder PICTs. The TYPSS Coordinator should align new reporting standards with the countries' existing standards. The Coordinator should be aware of existing reporting mechanisms and maximize their effectiveness, as opposed to creating new mechanisms.
13. Ms Maliliga Pisila Sefululua, Principal Sector Planning Officer, Ministry of Finance, Samoa, noted that reporting must fit Pacific country governments, not only the NSOs. She questioned what countries would receive from the reporting burden. The TYPSS Coordinator must be mindful of benefits to individual countries and to the region as a whole. Mr Gadabu, Nauru, agreed and stated that reporting issues that will need to be examined for countries' full NSSs. The emerging issues create burdens on NSSs, especially those of smaller countries. NSOs must continue collecting qualitative information but a lack of reporting exists on qualitative information; in-country analysts do not make enough qualitative assessments.
14. Mr Haberkorn, SPC, stated that the Pacific region may need to expect an increase in reporting requirements. The Post-2015 SDGs currently include 17 goals and 169 targets; each target has one-to-three indicators. At the last estimate, there were 320-400 indicators for the Post-2015 development agenda. This is at least a four-fold if not a five-fold increase in the number of

indicators. Many African and Caribbean countries cannot handle the current load, let alone the increase. He concluded his statement by requesting that DFAT keep in mind the increased number of SDG indicators, considering the role of PSSC and the Coordinator.

15. Ms Michael, DFAT, stated that her understanding of the Phase-2 Design Report was that the TYPSS Coordinator would use existing reporting and processes; perhaps the Coordinator would need to perform some additional interviewing. DFAT is not requesting additional reports. She assured the Committee that DFAT is looking for opportunities where commonalities exist. The Coordination Unit would strive to marry agencies' separate agendas, pulling together information already available and putting it into a useful format.
16. Following the discussion, Mrs Mii T. Taggy Tangimetua, Government Statistician, Cook Islands, proposed that PSSC endorse the Phase-2 Design Report in principal. Mr Cook, Friend of the Chair, agreed on endorsing report in principle, recognising that PSSC will discuss elements within the report many times in the future. Endorsing the report does not imply that portions will not be debated again, similar to the ten-year plan (TYPSS).
17. Ms Michael, DFAT, suggested that a sub-group of PSSC should take responsibility to document and act on the M&E issues, the recommendations on TWGs, and the reporting burden issue.
18. Concluding the discussion, the Chair noted that PSSC agreed to endorse the Phase-2 Design Report in principal. This decision was approved as item '1' in the 'PSSC-9 Decisions and Action Items' (Annex A), understanding that further discussions would occur on the report.

Agenda 2: Review / finalise TOR for TYPSS Coordinator / Coordination Unit

Led by: Mrs Mii T. Taggy Tangimetua, Government Statistician, Cook Islands

19. Following an introduction by Mrs Tangimetua, Cook Islands, Mr Jonathan Palmer, Acting Australian Statistician, Australian Bureau of Statistics (ABS), presented several points on the screen to the Committee. The presentation provided a synthesis of the information in the Phase-2 Design Report and was proposed as material that could be used to draft a performance agreement.

Presentation:

20. The TYPSS Coordinator, who must be independent and impartial, is expected to support PSSC and provide PSSC a constantly refreshed view of on-going events in Pacific statistics, through reports. The Coordinator will maintain a current and accurate picture of the state of statistical systems in the region and report effectively on this. This way, the Coordinator will assist PSSC members to understand the needs and situations of their constituents.
21. The TYPSS Coordinator will maintain awareness of all capacity building and technical assistance efforts and inform the PSSC Chair and development partners of efforts that:
 - a. May pose a risk (e.g. duplication or disruption) to the agreed program, or
 - b. Represent opportunities that might be leveraged more widely.
22. The TYPSS Coordinator will help the PSSC Chair to:
 - a. Schedule meetings well in advance,
 - b. Set appropriate agendas,
 - c. Ensure that agenda items are informed by papers and presentations that are concise and relevant,
 - d. Produce timely minutes of meeting discussions, and
 - e. Track action items and assure that papers offered to PSSC are submitted a timely way, are relevant, and written concisely.

23. The TYPSS Coordinator will help PSSC to identify:
 - a. Significant unmet needs and new data sources that might be exploited to meet these,
 - b. Capability gaps and new developments that might be used to enhance statistics capability, and
 - c. Opportunities to raise appreciation for the value of statistics and the application of statistics to inform important decisions.
24. The TYPSS Coordinator will promote alignment of regional reporting with country reporting. Relatedly, the Coordinator also will not duplicate or create substitute work that is otherwise being done elsewhere in the Pacific region.
25. The TYPSS Coordinator will monitor progress on TYPSS and compile timely and insightful status reports on the work of technical partners and working groups.
26. Finally, the TYPSS Coordinator will maintain a communications plan that ensures broad awareness of PSSC activities and outcomes and draft communications for the Chair. This will enable PSSC to make decisions on priorities, deal with problems, and take advantage of opportunities.

Discussion:

27. Ms Michael, DFAT, emphasised that the TYPSS Coordinator would not set the agendas for PSSC meetings but would help the PSSC Chair set those agendas.
28. Ms Margarita Guerrero, Director, United Nations of Statistical Institute for Asia and the Pacific (UNSIAP), noted that the presentation discussed the TYPSS Coordinator, as opposed to the Coordination Unit, composed of the Coordinator, the M&E Advisor, and the Logistics Assistant. Discussions and any performance agreement must be clear about specifying the individual TYPSS Coordinator or the Coordination Unit. Ms Guerrero also requested clarification on several issues:
 - a. Maintaining a current and accurate picture of statistical systems in the region,
 - b. Maintaining awareness of capacity building and technical assistance efforts,
 - c. Promoting alignment of regional reporting with country reporting, and
 - d. Identifying which efforts may pose a risk to statistical systems in the Pacific region.
29. Mr Palmer, ABS, responded that risks may involve development partners who may come to a country with funding for projects that are not aligned with TYPSS. Mr Haberkorn, SPC added that sometimes development partners or multi-lateral agencies descend on a country with funding for a survey to complete with short performance and acquittal deadlines; these opportunities can delay other previously planned statistics activities (as happened with a HIES in Vanuatu which was delayed for a year-and-a-half). Sometimes these development partners deal directly with line ministries, circumventing NSOs, and usurp the limited amount of literate and numerate personnel available to gather data.
30. Ms Maria-Louise Wau, Assistant Secretary Statistics and Research Branch, Department of National Planning and Monitoring, Papua New Guinea (PNG), underscored that the TYPSS Coordinator should emphasise its coordination functions, not only its M&E functions, although the issues related to indicators on several levels are very important. The TYPSS Coordinator has a mammoth set of tasks to fulfil. Ms Wau concluded by requesting SPC to present on the needs for the TYPSS Coordinator and the M&E Advisor. Clarification is also needed on the key deliverables for the Coordinator, the M&E Advisor, and the Coordination Unit in general.
31. Ms Campbell, UNESCAP, referenced the 'Proposed (draft) Terms of Reference for Coordination Unit Personnel' (Annex 8) in the Phase-2 Design Report and noted that the TYPSS Coordinator has two main roles that are especially important for development partners: to support PSSC and

the PSSC Chair, and to try to help development partners find opportunities in Pacific statistics development. Although the first main role is evidently time consuming, helping development partners and donors find opportunities in the Pacific region is also important. The PSSC Chair already has a full-time job and the creation of this position seems to create a large amount of additional work for the Chair, which may be overwhelming. Mr Palmer, ABS, responded that having the TYPSS Coordinator work with donors to help them coordinate was not a theme during the earlier discussions between Pacific statisticians.

32. Mr Knight, World Bank, added that the Coordinator should try to fit partner programmes within the existing PSSC programme. He then asked, regarding capacity assessments, if the Coordinator would play a matchmaking role NSOs and development partners. Mrs Tangimetua, Cook Islands, responded that PSSC should be mindful of not creating conditions for the TYPSS Coordinator where the incumbent would automatically fail. The position should assist PSSC on coordinating NSOs. Mr Johnson, Vanuatu, added that PSSC wishes to make an improvement on the past; the position should involve improved coordination and assistance of PSSC, with a focus on assisting PSSC. An example of this assistance would be a requirement that papers for consideration by the Committee must be submitted to the Coordinator before being distributed to PSSC. Mr Cook, Friend of the Chair, added that the position would coordinate across the different countries and different pools of resources.
33. Mr Roger, PFTAC, noted a tension within PSSC between NSSs and things that can be imposed on countries by the region (especially when PSSC should be country-driven). It would be useful to know what technical assistance (TA) providers can do to tailor efforts to a country's specific needs, as opposed to regional desires. The TYPSS Coordinator should communicate NSS priorities to TA providers. Although coordination issues exist amongst the countries, this is also an issue amongst TA providers. Mr Roger concluded his statement by suggesting that coordination tasks and functions should be divided between individual persons within the unit.
34. Ms Michael, DFAT, noted that Australia is making a significant investment in the Coordination Unit and expects significant changes as a result of the investment. She emphasised that the core of the TYPSS Coordinator's role is its support to PSSC and the TWGs. She agreed with PFTAC that the NSDS/NSS process must drive regional efforts. Countries must determine the interests and data sets that serve them best and the Coordination Unit must support that. The Coordinator should also work on assuring that TA provider service delivery is focused on and driven by the needs of PICTs. The TYPSS Coordinator should have the following three priorities: support the PSSC Chair and TWGs, support NSSs which drive service delivery, and the position's M&E function.
35. Ms Tangimetua, Cook Islands, requested clear examples of how progress can be made on TA coordination.
 - a. Mr Roger, PFTAC, responded that a specific coordination issue arises during the compilation of national accounts (which derived from data from many sources). Regular updating of national accounts requires re-basing; necessitating new price statistics, and drawing on HIESs. As a result, many entities are involved, including national offices and TA providers. Good coordination mechanisms are not always available for this process and it would be good to know how PSSC could fit into this process and other similar coordination issues that arise.
 - b. Mr Knight, World Bank, responded that a resource assessment would be useful, detailing aspects of statistics that use government capacities and those that use TA. The SPC matrix of scheduled surveys is another TA coordination example; sometimes funding is available but not time, or vice versa.
 - c. Mr Haberkorn, SPC, responded that six HIESs were scheduled for 2014 and three were completed; the three completed HIESs were funded. In 2015, there could be seven HIESs, but SPC does not have the capacity to support that many (one of those seven would need to be postponed. Mr Palmer, ABS, continued that asking TA providers to support seven HIESs in

one year would be a train wreck. The TYPSS Coordinator would help countries and TA providers identify other opportunities and involve saving and better allocation of funds; this would be where the Coordinator's million-dollar value is found.

- d. Ms Josephine Ferre, Consultant, Asian Development Bank (ADB), responded that it is important for partners to see how their funding is being used in countries. The PSSC can help prioritise items that need immediate funding. TA providers cannot conduct all desired surveys as scheduled because of a lack of funding. Mr Gadabu, Nauru, added that certain statistics activities are required but others appear sporadically. Countries, themselves, must set their own priorities, knowing that regional priorities exist as well.
- e. Mrs Tangimetua, Cook Islands, noted that some countries have preferences for TA providers and perhaps this demand could be coordinated by the TYPSS Coordinator.

36. Returning to the task of approving the TYPSS Coordinator's TOR, Mrs Tangimetua, Cook Islands, re-directed the Committee's attention to the orientation from ABS. Ms Campbell, UNESCAP, noted that PSSC should leave the TORs for the Logistics Assistant and the M&E Advisor as drafts, to allow the TYPSS Coordinator to manage its own unit.

37. Mr Roger, PFTAC, noted that it would be useful to include sub-headers in the TOR to break up the position's roles. A 'deliverables' sub-header should also be included at the bottom of the TOR.

38. Ms Michael, DFAT, proposed an action item that two-to-three people finalise the draft TOR for the TYPSS Coordinator. This action item was later approved as item '2' in the 'PSSC-9 Decisions and Action Items' (Annex A). Mr Palmer, ABS, volunteered to assist with finalising the TOR.

Discussion on statistical operations and statistical system capability development

Led by: Mr Len Cook, Friend of the Chair

39. Mr Cook, Friend of the Chair, began the discussion on statistical operations and statistical system capability development. These aspects of Pacific statistics are related to how to draw on the statistical data available in PICTs and country statistical activities that are duplicating regional initiatives. PSSC might be able to drive a limited number of regional initiatives, to be developed for country application. An example of this is SPC's linking Google to PRISM (Pacific Regional Information System) data; current focus for this effort is on international applications but Pacific countries could also use Google's enhanced capabilities in national level dissemination efforts, making country data accessible via Google. Another focus of these efforts is on statistics-backed decision-making. To illustrate the issue, Mr Cook showed and explained Chart B (below). The chart should be a product that PSSC should own; it will be challenged by statisticians and development partners.

Chart B: Priority setting decisions

Country and regional systems/practices 1. Output systems (Google, PRISM interface)	<ul style="list-style-type: none"> Identify top three systems (maximum) Share information/ experiences on others 	<ul style="list-style-type: none"> Systems, standards, registers
Adaption versus starting afresh 2. PRISM Google interface		
Statistics office versus whole of government 3. CRVS		<ul style="list-style-type: none"> Registers Tools Standards

4. NS to NSDS		<ul style="list-style-type: none"> • Legislation • Administrative records
Pacific versus generic approaches		<ul style="list-style-type: none"> • Legislation • Survey design • Survey content management • Pacific region reporting • Subnational measures
NSO capacity limits	<ul style="list-style-type: none"> • Size of country issues and constraints 	
Aligning survey collections cycles with key information needs	<ul style="list-style-type: none"> • Policy development needs • Reporting framework • Key derived measures • External fund availability impedes long term planning inherent in survey operations 	
National versus sub-national needs	<ul style="list-style-type: none"> • Excessive costs and respondent load of sample sizes for subnational estimates 	<ul style="list-style-type: none"> • Availability of administrative sources

40. Mr Cook continued by stating that it is hard enough for Pacific countries to align source collections with key needs. PSSC should work to align source funding with decision-making. The value chain of statistics only begins with survey collections; it does not end there.
41. Mr Cook continued his statement by considering administrative sources as an example of national versus sub-national needs. SPC is often pressured to use national surveys for regional data. In larger countries, administrative data often provides the basis for regional analysis. In the Pacific region, statisticians must see the regional demands for data as one of the key drivers for administrative record access, as much as expanding the scope and content of the statistics. Certain administrative data, such as address registers and business registers, can have their development led by NSOs but be developed on a whole-of-government basis, as opposed to exclusively by NSOs.
42. Mr Cook concluded his statement by addressing Pacific versus generic approaches and solutions to statistics. Often, Pacific countries face similar legislative and other challenges to data collection and sharing. These cannot always be solved by translating Australian or New Zealand legislation into laws and regulations for PICTs. Issues related to survey design, content management, data confidentiality and use pose different problems at the small island state level and PSSC should recognise these differences.
43. Mr Knight, World Bank, stated that the diagnostic of priority setting decisions (Chart B) was useful. The World Bank is interested in working on economic surveys and assuring they are useful for the Pacific region. Technical Assistance providers should examine providing data to governments that provides analysis useful for supporting policy. The diagnostic (Chart B) should provide analysis useful for TA providers.

44. Mr Roger, PFTAC, stated that the matrix (Chart B) should be linked back to PSSC and the role of the Coordination Unit itself. It can help determine what can be done by PSSC: it should have an information sharing role but not necessarily a decision-making role. It would be too much to ask the TYPSS Coordinator to monitor everything at both the national and the international levels. The Committee should determine which are truly country-level issues and where PSSC (and the Coordinator) could make better use of their time.
45. Mr Cook, Friend of the Chair, noted that the region may currently be disproportionately investing in some surveys. Disproportionate investing in some surveys is due to tensions that only exist in the Pacific, which is a major challenge. Relatedly, PSSC should also lift the profile of administrative data.
46. Mrs Tangimetua, Cook Islands, noted the example of legislation developed in Cook Islands that could be useful in other countries. Better use of administrative sources would also decrease reliance on expensive surveys. An example of this would be using tax information instead of business surveys. Mr Roger, PFTAC, added that confidentiality issues exist, which must be addressed to facilitate data sharing at the whole-of-government level. Legislative changes may need to be made in some countries. The Committee should consider highlighting this issue in the Phase-2 design.
47. Mr Gadabu, Nauru, noted that efforts in this area should focus on using already available information. This focus should be used as part of the Coordination Unit's mandate to pro-actively seek available information and data from the countries, at the sub-national, national, and regional levels. Mr Cook, Friend of the Chair, added that the Coordinator should not be expected to be the centre of statistical thinking and leadership in the Pacific region.

Discussion on PSSC Technical Working Groups

48. Transitioning to the next discussion topic under the TOR for TYPSS Coordinator, Mrs Tangimetua, Cook Islands, noted that the Pacific statisticians had agreed the previous day on three TWGs: Pacific survey futures, Administrative sources, and the already functioning Information Technology TWG (which Nauru would present later in the day). Mr Palmer, ABS, added that the discussions of Pacific statisticians had suggested seven to nine areas but decided to limit the number of TWGs to three.
49. Mr Haberkorn, SPC, spoke about the importance of the Pacific survey futures TWG and on the pilot hybrid survey in the Pacific region. Surveys are often used to track development progress. The cost of these surveys simply to track development indicators was incompatible with having access to this information (at best) every 5 years. Pacific statisticians often reflect on how to have a tool to focus specifically on develop indicators, which are required for most development partners' monitoring requirements. SPC developed a hybrid survey with funding assistance from the World Bank, combining elements of the HIES and DHS. The hybrid survey was piloted in Vanuatu. It was tested and the hybrid survey was determined as providing robust results, statistically equivalent to those provided by separately run HIESs and DHSs. The hybrid and the HIES rankings of expenditures were identical. The values of the items only changed marginally. The hybrid showed the seasonality of expenditures during different parts of the year. Also, by using small-survey teams with in-field data entry, the data was as clean as it could be. The hybrid cost one-quarter of the cost of the combined HIES and DHS. As a result, the hybrid survey could be run every two years, providing bi-annual data, still at half the cost of the two surveys, which are run less often. The combined cost of the two recent Vanuatu HIES and DHS was AUD 955,000 whereas the cost of the hybrid survey was AUD 255,000. SPC has not yet performed poverty estimates based on the hybrid survey, and compared them to HIES and DHS poverty estimates. A further advantage of the hybrid survey is that it can use modules, which may be more useful for certain countries: for example, a cultural practice module was developed for Vanuatu. Efficient

sampling, as the example of the hybrid survey shows, can save a lot of money on surveying. Top sampling experts must meet as part of the Pacific survey futures TWG, to discuss and provide recommendations on issues similar to this.

50. Mr Roger, PFTAC, stated that it would be useful to have a draft description of what the Pacific survey futures TWG should to cover. Some common ground should be built for the TWGs. Also, the TYPSS Coordinator should work with the TWGs but not too much. Mr Haberkorn, SPC, responded that the Pacific survey futures TWG would draw on survey experts.
51. Ms Michael, DFAT, noted that narrowing down the number of TWGs is a sensible decision. It would be difficult to endorse the TWGs in their full scope if only their headings are available. Expanding on the TWG headings should be delegated to sub-groups of PSSC, similar to finalising the TOR. This action item was later approved as item '3' in the 'PSSC-9 Decisions and Action Items' (Annex A).
52. Mr Knight, World Bank, agreed that PSSC should only focus on a few TWGs. The World Bank supports the Administrative sources TWG and would be interested in participating in the Pacific survey futures TWG and drafting its TOR. Mr Knight noted that crosscutting issues, such as IT, would be a focus of all the TWGs; the TWGs and the TOR-drafting sub-groups should address the importance of crosscutting issues. He also asked if the Administrative sources TWG would entertain firm proposals.
53. Ms Guerrero, UNSIAP, expressed support for prioritising the TWGs into three areas but she noted that environmental statistics do not seem to fit into the three proposed TWGs. Ms Guerrero also noted that UNESCAP had a way to address those crosscutting issues in its committees. The role of the TYPSS Coordinator should not involve getting deeply into the crosscutting issues; these can become highly technical and should be discussed by the TWGs themselves. Ms Campbell, UNESCAP, added that one type of working group could address long-term issues but short-term groups are also needed to address other issues. An example of such a short-term working group would be SPC's hosting a census review after the census round. Ms Campbell also suggested that PSSC should be strategic about selecting topics for short-term working groups so results from workshops can be brought back to PSSC.
54. Mr Roger, PFTAC, noted that TYPSS Phase-1 was focused on collections and Phase-2 was supposed to go beyond collections and highlight systems. It is not clear that the three selected TWGs move in that direction. The NSOs must take the lead on correctly focusing the TWG topics. Mrs Tangimetua, Cook Islands, replied that the various PICTs are at different levels concerning the development of their statistics systems and the TWGs would assist in bring them closer together. Elements of TYPSS Phase-1 will continue to be important during Phase-2 and Phase-3. Mr Johnson, Vanuatu, added that the prior day's discussion among Pacific statisticians involved conversations on exploiting commonalities in the Pacific region; the Administrative data TWG follows those discussions.
55. Mr Haberkorn, SPC, noted that environmental statistics will become increasingly important. Data management on environmental statistics is currently the domain of the Secretariat of the Pacific Regional Environment Programme (SPREP), who should also be involved in discussions on this topic. Because environmental statistics is the responsibility of SPREP, PSSC's ability to influence this area would stop at assisting on issues relating to statistical quality, international classifications, and other similar-level guidance. Mr Haberkorn also noted that PSSC should keep the TWGs small. Related to the comments on short-term working groups and presenting results from workshops, Mr Haberkorn noted that SPC holds a data user workshop whenever the organisation finishes a major data collection.

56. Mr Palmer, ABS, stated that the TWGs should be under constant threat of survival. He also noted that a core element of a sustainable statistics system is that it uses administrative data.
57. Mr Roger, PFTAC, noted that it would be more practical to have decision-making mentioned in the TOR of each TWG, rather than establishing a WTG for decision-making in place of one of the three suggested topics.
58. Mr Palmer, ABS, stated that PSSC should not have more TWGs than it can handle. He also suggested some guidelines for the TWGs:
 - a. A country statistician should lead each TWG.
 - b. Each TWG should be supported by an equally committed TA provider.
 - c. Membership of the TWGs should be representative of the PICTs.
 - d. The membership should be competent and available to contribute meaningfully to meetings.
59. Ms Michael, DFAT, suggested that PSSC should nominate leadership for each TWG. This action item was later approved as items '4' and '5' in the 'PSSC-9 Decisions and Action Items' (Annex A). Ms Michael also asked if the TWGs have a reporting schedule.
 - a. The following countries and organisations volunteered to collaborate on the TOR for the Administrative data TWG: Cook Islands, PFTAC, SPC, Statistics New Zealand, and ABS.
 - b. The following countries and organisations volunteered to collaborate on the TOR for the Pacific survey futures TWG: Fiji, SPC, World Bank, Statistics New Zealand, and USP.
60. Mr Haberkorn, SPC, proposed a fourth TWG, on data utilisation and dissemination. Ms Michael, DFAT, replied that the creation of this TWG should be postponed until the next PSSC meeting, as the topic will continue to be important. Mr Cook, Friend of the Chair, requested a volunteer to lead the effort for creating a TOR for the proposed data utilisation and dissemination TWG. Mr Roger, PFTAC, and Ms Wau, PNG, volunteered.
61. Prior to transitioning to the presentation by the ICT TWG, Ms Michael, DFAT, asked if a one-month timeframe for circulating the draft TWG TORs would be acceptable. Mrs Tangimetua, Cook Islands, agreed, noting that the date for circulation would be 20 November 2014.

Agenda 3: Presentation from the ICT TWG

Led by: Mr Ipia Gadabu, Director of Statistics, Ministry of Finance, Nauru,

Presentation:

62. Mr Gadabu, Nauru, began the presentation by reviewing the discussions from the last ICT TWG meeting. The members of the TWG decided to have at least one face-to-face meeting per year in addition to Skype meetings. The country participants have different IT capacities, sometimes making virtual meetings difficult. An ICT survey was circulated during the last ICT TWG meeting to discover the capabilities of all the countries; the results of this survey are still being received. Mr Gadabu thanked ABS for providing two experts to discuss the organisation's current IT systems; he also noted the high level of participation of Mr Palmer, ABS, in the TWG.
63. The vision for the ICT TWG is "technology solutions for timely and high quality statistics enabling effective sharing, open government in a connected, global and digital society for Pacific Island Countries." Also, "Pacific Island Countries to produce more timely and quality statistics through improved coordination, sharing, and dissemination."
64. There are several ICT-related issues the TWG is considering. Different size NSOs have different needs and different capacities. There are vast differences between the following technology

scenarios: the minimum technology currently available, the optimum technology currently available, and the possible technologies available in the future. People who are new to ICT issues will not understand a complex ICT document. Also, the ICT TWG desires to encourage participation, as opposed to overwhelming new participants.

65. With the overarching goal of raising the status of NSOs, the ICT TWG is targeting several outcomes, including:
 - a. Enabling standardised or common IT capabilities and common tools (software) that are resourced and supported;
 - b. Having ICT plans incorporated into NSDSs;
 - c. Making a less risky ICT environment in NSOs that reduces the possible loss of data;
 - d. Increasing ICT capacity in NSOs;
 - e. Allowing greater access and use of statistics by leaders, policy makers, planners academics and the general public; and
 - f. Enabling a more efficient and effective process of data collection for greater emphasis on analysis.
66. To meet the above outcomes, the ICT TWG plans to undertake several actions. It will complete an audit of ICT capacity for all Pacific Island Countries through survey taking. As of the PSSC meeting, the TWG received 19 of 22 surveys distributed; some large countries have yet to respond. A set of gold, silver and bronze standards will be developed for a vision of an NSO with ideal technology levels. Countries will understand the necessary investments needed to improve shared ICT infrastructure. Model legislation and policies will be drafted to enable sharing of information online and with technical agencies; this will help overcome problems sharing information due to confidentiality issues. Other actions include incorporating ICT strategy into development of NSDSs and increasing South-South ICT skill support.
67. Regarding South-South cooperation on ICT, Fiji and Vanuatu were requested to present their experiences to consolidate the results of their cooperation. Otherwise, a general view exists that South-South cooperation is still underutilised. Countries have concerns regarding loss of staff after they receive training through South-South cooperation; measures for retaining staff must be implemented.
68. Regarding the vision of the future of ICT in the Pacific region, the TWG agreed that the presentation by Lane Masterton, ABS, would demonstrate the gold standard. The TWG was optimistic about proceeding toward this futuristic model. Prioritization is needed to achieve iterative goals for countries' NSO or NSS to advance from their current status in order to achieve first, the minimum (bronze) standard, and later to graduate towards the silver and gold standards. Audits are needed to determine countries' ICT baselines.
69. Regarding the way forward, the general consensus showed further meetings are required, although no dates for the meetings were confirmed. The next meeting would be held using existing enabling technology. This is in-line with the TWG's TOR requirements. Any unresolved issues will be decided out of session, through cooperation and collaboration of the TWG participants. The projects being undertaken by the ICT TWG include creating a draft model ICT strategy and a report to be submitted to the tenth PSSC meeting.

Discussion:

70. Mr Palmer, ABS, noted that the TWG was still completing the ICT picture for each NSO. There should be more shared IT services and systems in the Pacific region. Internet connectivity will play an important role in sharing and using shared systems and services, as the future unfolds.

71. Mr Gadabu, Nauru, added that the TWG would develop other projects in addition to those in the TOR. The additional projects would include a web-based forum and finding funding for video teleconferencing (VTC), potentially DFAT or another partner. The TWG is also exploring free VTC technology; some governments do not allow Skype
72. Mr Roger, PFTAC, noted that PFTAC had significant experience with working groups, as it collaborates with technical associations across the Pacific. Using Moodle (a web platform) as a forum site has been useful for some working groups. Moodle helps to provide a somewhat structured discussion and does not use much bandwidth. PFTAC began recommending Moodle because USP uses it extensively and it could perhaps be a host site for the TWG's activities.
73. Mr Gadabu, Nauru, responded that the TWG is examining several free options, including using Google Docs for sharing documents. The group also discussed document storage in the cloud.
74. Mr Haberkorn, SPC, added that SPC uses USP's satellite facilities for its learning centres across the region. He asked if it would be possible to check with USP's distance-learning group to see if this technology could be used in additional capacities.

Agenda 4: Proposed additional discussion items by DFAT

Led by: Ms Gnari Michael, Assistant Director Pacific Regional Branch, DFAT

75. DFAT proposed several discussion items for inclusion in the agenda, along the lines of the TYPSS Phase-2 design. PSSC discussed each item individually.

Recommend that TA providers circulate their work programs for Phase-2 to PSSC membership for feedback before finalising new agreements with DFAT at the end of the year.

76. Ms Michael, DFAT, began the discussion by noting that this would be the first step for what the Coordination Unit would be doing as a matter of its regular work.
77. Mr Roger, PFTAC, stated that PFTAC would be happy to share its work programme but not to submit it for approval to DFAT. The organisation already publishes its six-month work plan and is beginning work on its next programme cycle, which will begin in March 2015. The actions for TYPSS Phase-2 would need to feed into PFTAC's the next programme cycle. The more direction received from PSSC, the more PFTAC can include in its next programme cycle.
78. Ms Campbell, UNESCAP, noted that the work programmes for the 20 UN agencies in the Pacific region could be shared. None of the UN agencies in the region have a specific work plan on statistics. Ms Campbell noted that she summarised the UN Development Agencies' Pacific region architecture during the PSSC-8 meeting. Mr Haberkorn, SPC, responded that UNFPA, and other UN agencies have a work programmes that deal with statistics. Ms Campbell replied that the statistics portions are not separated, within the UN agencies' work plans.
79. Ms Guerrero, UNSIAP, agreed to provide its work programme, which focuses training and development.
80. Mr Knight, World Bank, stated that the Bank's new Poverty Programme should be in part guided by PSSC.
81. Ms Ferre, ADB, stated that ADB's current technical assistance program, Building Capacity for Statistics in the Pacific, would end in early 2015. A new follow-on TA is being planned and its work program is still being developed. In response to a question on providing TA to smaller

NSOs, Ms Ferre stated that ADB provides financial support, which would continue in its new programme. ADB has not decided on the countries it would support, but that would be discussed with PSSC. She added that the new TA would also support the PSSC Coordination Unit as well as capacity building in analysis of administrative and survey data.

82. Ms Elizabeth MacPherson, Government Statistician, New Zealand Statistics Office, stated that the organisation has a work programme and can share more information on the TA the organisation provides.
83. Ms Michael, DFAT, noted that the information obtained from the work programmes would affect its next round of funding. The information would also help the Coordination Unit get started. The TYPSS Coordinator would compare and contrast them to see if gaps exist. Mr Cook, Friend of the Chair, replied that the Coordinator should focus on activities, not intended programmes. The TYPSS Coordinator could save time on this task by framing agency work programmes into a common template (Chart A). Ms Campbell, UNESCAP, agreed with the idea of succinctly summarising the work plans using a common template; it would make them easier for the TYPSS Coordinator to analyse. This action item was later approved as item '5' in the 'PSSC-9 Decisions and Action Items' (Annex A).
84. Mr Roger, PFTAC, and Ms Michael, DFAT, agreed that sharing of work programmes makes a lot of sense, especially since many agencies produce this document and others already share them.

PSSC to develop the recruitment approach for the TYPSS Coordinator.

85. Ms Michael, DFAT, stated that the TYPSS Coordinator should be in place as soon as possible and that the best way to quickly find the right person would be through PSSC members' networks. Ms Michael then stated that Dr Colin Tukuitonga, Director-General, SPC, would chair the selection panel and then opened the discussion on who else would serve on the panel.
86. Mr Roger, PFTAC, stated that the refined TOR for the TYPSS Coordinator describes that the Coordinator must do. Before recruiting begins, PSSC must determine the qualities the Committee wants in this person. Ms Michael, DFAT, responded that this should be done by SPC, which has a well-established human resources system.
87. Ms Campbell, UNESCAP, asked if the Chair, PSSC, would serve on the selection panel. Ms Michael added that DFAT would also want representative on the panel.
88. Mr Johnson, Vanuatu, noted the importance of having the TYPSS Coordinator in place in time to prepare for the next PSSC meeting.
89. Mr Haberkorn, SPC, stated that Dr Tukuitonga requested to have representatives from two countries, DFAT, and a metropolitan (e.g. Australia, New Zealand, France, United States) partner on the selection panel. The Consul General of New Zealand in Noumea could serve the metropolitan partner representative, DFAT would already represent Australia. Also, both the PSSC Chair and Vice Chair would serve on the panel.
90. Mr Gadabu, Nauru, requested to have a representative from the Pacific Island Forum Secretariat (PIFS) on the panel, to include the perspective of planners.
91. Mr Roger, PFTAC, requested reasons for why the Consul General of New Zealand in Noumea would serve as the metropolitan panel member. He suggested that an additional metropolitan representative serve on the panel.

92. Mr Palmer, ABS, stated that SPC has a good selection process and that PSSC should put its trust in Dr Tukuitonga and SPC's processes. Mr Gadabu, Nauru, echoed Mr Palmer's statement.
93. Ms Wau, PNG, stated that perhaps six people on the selection panel is too many. There should be one representative from an NSO and one from a development partner. She also suggested that DFAT run the selection process.
94. Mr Roger, PFTAC, noted that the suggestions made by PSSC members encompass the wishes of Dr Tukuitonga for membership on the selection panel. He noted the agreement of PSSC for Dr Tukuitonga to lead the selection process. He also asked if the TYPSS Coordinator would report to Dr Tukuitonga or to DFAT. Ms Michael, DFAT, responded that PSSC would host the unit and SPC would host the Coordinator; DFAT would remain involved since it is investing heavily.
95. In response to a comment from Ms Michael, DFAT, that a representative from ADB should also be included in the selection panel, Ms Ferre, ADB, stated that a representative from ADB might want to serve on the panel; it would be necessary to discuss ADB's participation in the selection process of TYPSS Coordinator with ADB leadership.
96. Ms Michael, DFAT, stated that four documents must be prepared for the selection process: the TOR for TYPSS Coordinator, the Coordinator's job description, the Coordinator's work programme, and the selection criteria. The three documents would be distributed by 3 November 2014 and PSSC members would have two weeks to provide comments.
97. Mr Roger, PFTAC, stated that PSSC should note additional 'expressions of interest' for PIFS, the PSSC Vice Chair, ADB, and an additional metropolitan member to serve on the selection panel. After further deliberation, a modified version of this action item was later approved as item '6' in the 'PSSC-9 Decisions and Action Items' (Annex A).

DFAT proposes a PSSC sub-committee or working group to oversee establishment of the Coordination Unit.

98. Ms Michael, DFAT, began the discussion by stating that the group working on the Coordinator's TOR could form an on-going sub-committee to support the Coordinator for the first six months to one year. PSSC needs the person chosen for the position to fulfil its full term. The programme is complex and the sub-committee would help the incumbent through the position's first phase.
99. Mr Roger, PFTAC, expressed sympathy for the idea but noted that it could make the TYPSS Coordinator feel like that person is working for multiple bosses. The sub-committee must be agree with Dr Tukuitonga's direction and the Coordinator must not question who the position is responsible to. Mrs Tangimetua, Cook Islands, added that having too many people to report to could overwhelm the Coordinator.
100. Ms Michael, DFAT, stated that the TYPSS Coordinator and the Unit would be autonomous and independent, but report to PSSC; it is difficult to be answerable to a committee. It might be easier for the Coordinator to work closely with a smaller sub-committee at first. Mr Haberkorn, SPC, added that the Coordinator could meet with the sub-committee once per month; the sub-committee would report to Dr Tukuitonga and the PSSC Chair regarding whether the Coordinator is on the right track or not.
101. Mr Cook, Friend of the Chair, suggested that the Chair, Vice Chair and Friend of the Chair could meet with the Coordinator during the month preceding their first PSSC meeting. Mr Roger, PFTAC, added that the group could be on-call to assist the Coordinator during their establishment phase.

102. Ms Michael, DFAT, suggested that the PSSC Chair and TA providers could brief the PSSC Coordinator during their establishment phase.

Revise TOR for PSSC to align with TYPSS Phase-2 Design and explore option to transition PSSC to an independent committee.

103. Ms Michael, DFAT, noted that one issue the design document mentioned was governance. She asked if the current incarnation of PSSC was the best model of governance available. She suggested reviewing and perhaps updating PSSC's TOR. This might involve PSSC becoming an independent committee or changing its reporting.
104. Mr Roger, PFTAC, stated that review of PSSC's governance may not be urgent but it is important. PSSC must continue to lift the place of statistics; its value not recognised by cabinets, prime ministers, and legislators. Leaders of the Forum Economic Ministers Meeting (FEMM) are interested in PSSC; as a result, PSSC must find ways to connect with FEMM and receive decisions from them. The current structures are not sufficient to fully engage FEMM.
105. Ms Guerrero, UNSIAP, asked about transitioning PSSC to become an independent committee; she asked what PSSC was currently dependant on and that a transition was needed to make it independent to exactly what entities. Mr Gadabu, Nauru, responded that PSSC is presently under the regional Heads of Planning and Statistics meeting (HOPS). The Chair, Mr Johnson, stated that the consideration of PSSC being an independent committee should not be discussed during the present meeting. He stated that PSSC is a child of HOPS.*
106. Mr Andrew Anton, Economic Officer, PIFS, added that statistics is a standing agenda item for FEMM.
107. Mr Roger, PFTAC, stated that issue is the accountability of PSSC; the other issue is reporting. It would be useful for PSSC to report to people higher than planners; this would achieve more viability and for buy-in for statistics.
108. Mr Gadabu, Nauru, stated that PSSC's TOR should align with the TYPSS Phase-2 design. Mr Cook, Friend of the Chair, responded that the TOR may need to evolve but not formally. PSSC agreed that its decision making structure has a Pacific style: the committee does not take formal votes and it functions with a degree of adaptability. The PSSC members are pragmatic; it is not necessary to get excited about process.
109. Ms Michael, DFAT, noted that PSSC's TOR was modified slightly after the last HOPS. The Committee should have clarity on who should attend its meetings on a regular basis.
110. Mr Haberkorn, SPC, stated that accountability and reporting are two separate issues. He noted that both SPC and PFTAC report to FEMM. Perhaps PSSC should provide a report to FEMM on TYPSS implementation. The same report could go to the Ministers of Health, Ministers of Education, and bi-annual UNESCAP meetings, with a cover page earmarked for the particular ministers meeting. SPC reports to its governing body (the Committee of Representatives of Governments and Administrations - CRGA).
111. Mr Gadabu, Nauru, summarised that PSSC would produce a consolidated report to send to the leaders meetings, according to SPC's suggestions. The issue of PSSC governance would be raised at the next HOPS meeting.

* PSSC was established by HOPS in 2010.

112. Ms Michael, DFAT, noted that all the proposed additional agenda items had been covered. She suggested having the sub-committees meet and reviewing the agenda for the next PSSC meeting on the following day.
113. The Chair, Mr Johnson, concluded the meeting, thanking the attendees for their participation.

WEDNESDAY, 22 OCTOBER 2014
Meeting of the Pacific Statistics Steering Committee (Day 2)

1. Discussion of PSSC-9 outcomes: Actions and decisions

Led by: Mr Simil Johnson Youse, Government Statistician, Vanuatu

114. The Chair, Mr Johnson, opened the day's proceedings by noting that all the formal agenda items had been completed the day before. He requested distribution of the draft decisions and action items from discussions the day before. PSSC members reviewed and discussed each of the six decisions and action items (Annex A) and the rapporteur made changes as they were approved by the Committee.
115. During the course of the committee's deliberation on the meeting actions and decisions, a discussion on the status of the HIES TWG occurred. Mr Truman Packard, Lead Economist, World Bank, initiated a request for clarification on current status of the HIES TWG, as well as its resumed functioning and future direction. Mr Haberkorn, SPC, noted that the HIES TWG's next meeting would occur in the second quarter of 2015, following completion of the results from the first four HIESs under the Pacific HIES methodology; this would be the final meeting of the HIES TWG, unless decided otherwise. The HIES TWG decided to dissolve itself because its original purpose was to merge the five different HIES methodologies prevailing in the region into one, acceptable for all countries. Mr Packard, World Bank, noted that it might be premature to declare the HIES TWG's work complete until HIESs are produced by Pacific Island Countries that are unquestioned in terms of quality. HIES improvement is a continuous process and difficulties may re-emerge; a structure to deal with this within PSSC would be beneficial. Ms Wau, PNG, concurred with the HIES TWG's importance. The committee agreed on the importance of HIESs in the region and that the HIES TWG's functions should not become part of the Pacific survey futures TWG. As a result of the discussion, the committee agreed that PSSC would maintain the work of the HIES TWG; SPC would circulate the TWG's 2011 TOR to all its members, including to the WB, for review. This was later approved as part of item '6' in the 'PSSC-9 Decisions and Action Items' (Annex A).
116. Most of the changes to the draft decisions and action items represented specification of details related to the decisions taken and combining some action items. Other specific changes to the draft decisions involved:
- a. Specifying that TWGs would be chaired by country representatives;
 - b. Inserting a bullet point on maintaining the work of the HIES TWG;
 - c. Adding several development partners who volunteered to draft the TOR for the TWG on data utilisation and dissemination and TORs other TWGs;
 - d. Removal of the recommendation for an additional metropolitan member on the TYPSS Coordinator selection panel; and
 - e. Removal of the decision to raise PSSC governance issues at the next HOPS meeting.
117. Following insertion of the requested changes, the Committee agreed in principal to the finalised PSSC-9 outcomes.

2. Discussion of proposed agenda for PSSC-10

Led by: Mr Simil Johnson Youse, Government Statistician, Vanuatu

118. The members discussed the draft agenda for the next PSSC meeting. Mr Cook, Friend of the Chair, noted the Committee's earlier agreement to hear reports from each of the three TWGs, as well as presentations from the Data Utilisation and Dissemination TWG and the HIES TWG. The Committee also agreed to hear reports of the TA providers' integrated work plans. The Committee decided that two days within the week of 18-22 May 2015 would be chosen for PSSC-10 to avoid conflicting with other scheduled meetings, such as the UNESCAP Committee meeting.
119. Mr Roger, PFTAC, requested to add PSSC governance issues as an agenda item. He also noted that the TORs for the TWGs should be established in November 2014 but the next PSSC meeting is scheduled for a May 2015 timeframe. He asked if the TWGs would hold virtual meetings or begin implementing their TOR. Ms Campbell, UNESCAP, and Ms Guerrero, UNSIAP, responded together that groups were expected to be formed approximately a month following the TORs' establishment. The TWGs' TORs should contain proposed activities. Mr Cook, Friend of the Chair, clarified that each TWG TOR should contain a list of issues to be addressed before the next PSSC meeting. Since the groups themselves should be formed shortly after their TORs' establishment, the actual TWGs would hold teleconferences to discuss the list of issues, providing material for presentation and discussion at PSSC-10.
120. Mr Haberkorn, SPC, noted that the TWGs may need to have technical sub-groups because of the significant difference in skill sets required to discuss certain issues. He provided an example of the Pacific survey futures TWG, which would need to have specialists on survey design, sampling, and analysis (as well as others); these specialists all have widely varying skill sets.
121. The Chair, Mr Johnson, noted that the finalised date for PSSC-10 may come through the TYPSS Coordinator. He also asked about funding PSSC-10.
122. Ms Michael, DFAT, replied that funding is certainly available. She requested to discuss out-of-session logistics costs with SPC and logistics financing with ADB. Ms Michael also noted that PSSC-10 should continue to be held over three days, with the statisticians and planners meeting separately from the technical assistance providers and development partners for the first day.

3. Conclusion and break-out discussions on TWGs

123. The Chair, Mr Johnson, noted that following the meeting's conclusion, PSSC participants would meet within the previously discussed groups to begin drafting the TWG TORs. The Chair then concluded the meeting by acknowledging the participation of the attendees, thanking the TA providers for their support, and thanking DFAT and SPC for their backing, initiative, and leadership.

ANNEX A: PSSC-9 Decisions and Action Items

PSSC-9 Decisions and Action Items 21-22 October 2014

1. PSSC agreed in principal to endorse the report titled ‘Ten Year Pacific Statistics Strategy: Phase 2 Design Document (Final Draft: October 2014)’ with further discussions to occur.
 - The reporting demands on countries are not intended to increase as a result of the monitoring and evaluation proposals contained in the document.
2. The ‘TYPSS Coordinator TOR Sub-group’ will collaborate to finalise the draft TOR for the TYPSS Coordinator.
 - The sub-group will be composed of the PSSC representatives from DFAT, ABS, Cook Islands and Fiji.
 - The draft should include the following: job description, selection criteria, indicative work plan for the first six months, and sub-headings.
 - The draft should highlight the coordinator creating awareness of Pacific Statistics technical assistance (TA) efforts.
 - The finalised TOR would be circulated as part of the recruitment process.
 - The draft should be completed for circulation by 3 November 2014, and have a two-week comment period.
 - The Friend of the Chair offered his services to peer-review the final TOR and was accepted.
 - The PSSC Chair and Friend of the Chair agreed to brief the TYPSS Coordinator during their establishment phase, after appointment, and meet again one month before their first PSSC meeting.
 - PSSC agreed to send a regular consolidated progress report to various regional Ministerial Meetings (e.g. FEMM, Health, and Education).
 - Each report would have a cover page earmarked for the particular meeting.
3. PSSC agreed to initially form three Technical Working Groups (TWGs), chaired by the countries. The final Terms of Reference for the TWGs will be circulated by 20 November 2014.
 - Information and communications technology TWG: chaired by Nauru, to continue based on existing TOR.
 - Administrative sources TWG: TOR to be drafted by Cook Islands, ABS, PFTAC, SPC, UNSIAP, and Statistics New Zealand.
 - Pacific survey futures TWG: TOR to be drafted by Fiji, SPC, Statistics New Zealand, USP, and World Bank.
 - PSSC agreed to commence work on developing the TORs on the second day of the PSSC meeting (22 October 2014).
 - Considering interest expressed, PSSC to maintain the work of the HIES TWG. SPC will circulate the TWG’s 2011 TOR to all its members, including to the WB, given its growing involvement in HIES activities in the region, with a view to update the TOR.
 - The draft TORs should be completed for circulation by 3 November 2014, and have a two-week comment period.
4. Discussion on a fourth TWG on data utilisation and dissemination was postponed until the next PSSC meeting.
 - PNG, PFTAC, SPC, UNESCAP and UNSIAP expressed interest in drafting the TWG’s TOR, which would be presented at the next PSSC meeting.
5. TA provider PSSC members agreed to circulate their work programmes to PSSC membership.

- The TA providers also agreed to summarise their 2015 work programmes into the format presented by the Friend of the Chair, for use by the TYPSS Coordinator.
 - Work programme summaries by countries and TA providers would focus beyond activities' progress towards achieving the intended TYPPS Phase-2 outcomes and results.
6. PSSC welcomed the leadership of the Director General of SPC in managing the selection panel for the TYPSS Coordinator. PSSC asked that he take account of their preference that the panel includes at least the following:
- Chair: Dr Colin Tukuitonga, SPC Director General
 - Mr Simil Johnson Youse, PSSC Chair; and
 - A representative from DFAT.
 - There were also expressions of interest for participation on the selection panel for the following:
 - Mrs Mii T. Taggy Tangimetua, PSSC Vice Chair;
 - A representative from PIFS; and
 - A representative from ADB.

ANNEX B: Initial proposed agenda for PSSC-10

PSSC-10 Initial Draft Agenda

Timeframe: three consecutive days during 18-22 May 2015

1. ICT Technical Working Group
2. Administrative Sources TWG
3. Pacific Survey Futures TWG
4. Data Utilisation and Dissemination TWG
5. HIES TWG
6. Integrated work plans from TA providers
7. PSSC Governance

ANNEX C: List of participants

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