

APPENDIX 3:

TERMS OF REFERENCE

Pacific Statistical Steering Committee (PSSC), 2013 – 2016

PREAMBLE

- Mindful of the progress made in development of the statistical capacity of the Pacific through the Pacific Regional Statistics Implementation Plan (PARSIP) and the first stage of implementation of the Ten Year Pacific Statistics Strategy (TYPSS),
- Recognizing the implementation of the TYPSS requires ongoing engagement of NSO leaders, and effective coordination and monitoring of activities and developments,
- Recognizing the importance of regional cooperation in the Pacific to best use our scarce resources,
- HOPS, at its meeting in Noumea, 22 – 26 July 2013, agreed to extend the term of the Pacific Statistical Steering Committee (PSSC) and revise the Terms of Reference to strengthen its coordination capacity.

OBJECTIVES

To provide guidance and direction in the strengthening of the National Statistical systems to produce and disseminate quality and timely statistics within the context of TYPSS by:

- i. Guiding the establishment and development of a framework to achieve the implementation and regular monitoring of TYPSS,
- ii. Endorsing common definitions and standards that will underpin a greater harmonization of statistical processes and outputs as mandated by the Pacific Plan, and
- iii. Providing guidance to the statistical activities undertaken by the Secretariat of the Pacific Community, PFTAC and other statistical providers in the region.
- iv. To review the progress of implementation of the TYPSS, to consider and propose action to resolve implementation challenges including the periodic review and revisions to TYPSS based on operational experience.
- v. When required, act to represent the collective interests of the Chief Statisticians of the region.

OPERATING GOALS AND ACTIVITIES

- i. Ensure that variations in countries' positions and statistical developments are well understood, in the context of a needs assessment or Gap analysis.

- ii. Initiate relevant, evidence-based actions which will ensure objectives and targets are met, where specified in the TYPSS.
- iii. Convene, as needs arise, technical working groups on particular topics involving experienced subject matter specialists from member states' national statistical systems, including recognized providers of official statistics, such as, but not limited to, other national statistical agencies and regional and international technical partners, operating for a fixed duration for the life of a specific project.
- iv. Engage with members of HOPS when agreement to a significant course of action is deemed necessary for undertaking specific actions proposed by PSSC; this would normally only apply to proposed new additions to the TYPSS framework.
- v. HOPS members, including major financial and technical partners, will be kept fully informed by a written report within 4 weeks of each Pacific Statistical Steering Committee meeting.

MEMBERSHIP OF THE PACIFIC STATISTICAL STEERING COMMITTEE

Membership of the PACIFIC Statistical Steering Committee shall comprise of:

- 2 NSO Government/Chief Statistician representatives from each of the 3 Pacific islands sub-regions (Melanesia, Micronesia, Polynesia), with one member explicitly entrusted with representing the special needs of small island states statistical agencies (five staff or less);
- Up to 3 representatives of Heads of Pacific Planning Agencies (at every second meeting), with members selected to cover a range of planning topics;
- 1 senior representative from an NSO of Australia, France, NZ or USA

Observers shall comprise:

- 1 representative from each of the region's key development partners : ADB, AusAID, NZAid, PIFS, PFTAC, Paris21, United Nations System in the Pacific (represented by the chair of the UNDAF M & E Working Group), UNSIAP, USP, World Bank.

Observers, and other *ex-officio* members co-opted by the Committee, will have no voting rights.

The Steering Committee elects its own chair, who should be a member of the HOPS management structure (Chair, vice-chair) to ensure a close link to HOPS. The current Chair of HOPS will assume the position of interim chair of the Statistical Steering Committee.

The Chair may be supported by a Friend of the Chair (FOC). The FOC will be a highly respected and experienced statistician of the region.

COORDINATOR

Coordination of effective implementation of the TYPSS will be supported by a dedicated, full-time, Coordinator. The Coordinator will be responsible to the Chair of PSSC. The coordinator will be an officer of the SPC operating under the supervision of the Director, Statistics for Development Division. The Coordinator will develop the agenda for HOPS meetings in consultation with members and the Director, Statistics for Development Division.

SECRETARIAT

The Secretariat for the Committee will be hosted by the SPC.

REVIEW

These Terms of Reference will be subject to review at each HOPS meeting. Rotation of the Chair and at least two heads of NSOs must take place at each HOPS.

FREQUENCY OF MEETINGS

Meetings will be held twice yearly, once at SPC headquarters, and once in a member country. To ensure cost and time management efficiency, it is proposed that the meeting at SPC headquarters coincide with other meetings normally attended by most members.

FUNDING

Funding for the work of the Committee will be sought from member countries, and also from regional and international organizations.

Project funding, where required for the operation of specific technical working groups, will be accommodated, where possible, by the SPC Statistics For Development Division technical assistance work programme budget.

Noumea, 26 July 2013