

10th Pacific Statistics Steering Committee Meeting

Novotel Hotel, Nadi, Fiji

25th – 29th May 2015

Agenda Item 4: TYPSS Review Progress (coordinator)

1.45 – 2.45 pm Wednesday 27 May 2015

SPC/DFAT to report

Purpose: Update PSSC meeting on progress towards recruiting the Implementation Coordinator – TYPSS and other recommendations emanating from the 2013 review.

1. *2013 Mid-term review of TYPSS:* The establishment of the Coordinator and the Coordination unit addresses several recommendations (see [Attachment A](#) for list of recommendations) of the 2013 Mid-term review of TYPSS as follows;
 - Recommendation 5. All TA Providers and countries should improve M&E reporting.
 - Recommendation 6. PSSC engage a part time coordinator to help collate country and TA provider M&E data, assist with PSSC reporting and sustaining a real-time online calendar of regional statistics activities.
 - Recommendation 8. Donors provide PSSC members with communications support. PSSC members represent multiple countries and face difficulties in consulting them to gather information and feedback so they can represent their views.
2. *Independent Design TYPSS Phase 2:* The Mid-term review also recommended (Recommendation 10) that the PSSC should endorse an Independent Phase 2 design. DFAT supported an Independent design process and the TYPSS Phase 2 design document was endorsed by the PSSC Meeting 9 October 2014 subject to redrafting of the proposed Coordinator TOR and Job Description. The design document includes an expanded role for the Coordinator position see relevant section at [Attachment B](#)).
3. *PSSC 9 meeting in October 2014:* the PSSC meeting agreed a sub-committee to revise the Coordinator Job Description and Terms of Reference (TOR) which included;
 - Taggy Tangimeatua PSSC Vice Chair and representative for Cook islands
 - Epli Waqavonovono, Chief Statistician Fiji
 - Lewis Conn ABS and
 - Gnari Michael DFAT.
4. In early February 2015 after extensive consultations with PSSC members the final Coordinator job description (Attachment C) and TOR (Attachment D) were circulated to the PSSC members.
5. *Signing Coordination Unit Grant Agreement* - On 18 February 2015 a funding agreement was signed between DFAT and SPC for the Coordinator and the coordination unit.
6. *Recruitment of TYPSS Implementation Coordinator* – following agreement by the subcommittee the position was widely advertised globally on 26 of February 2015 and closed on 12th of April. A total of 26 applications were received of which 10 were from females. Interviews were conducted by a panel chaired by SPC with representatives from ADB, Australia, Samoa and Vanuatu. Some 6 candidates were interviewed, with the panel making a recommendation to the Director General. Of the 6 interviewed, only two candidates were deemed suitable and a decision is to be shortly taken by the Director General and will be announced at the PSSC meeting in Nadi.

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Proposed next steps:

7. *Coordinator* review and update the draft Coordination Unit work plan for next 12 months and circulate to PSSC members for comment (out of session). The work plan will include;
 - identifying top three priorities to be achieved in the first 12 months;
 - a description of how the coordination unit will ensure adherence to TYPSS Phase two program principles;
 - a monitoring and evaluation framework, and
 - a template for reporting to PSSC meetings.

PSSC consider tasking coordination unit with instituting a system to monitor implementation of the TYPSS Design Phase 2 and Mid-Term Review recommendations.

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Attachment A

TYPSS Phase 1 Mid-Term Review Recommendations

<i>Recommendations for future support</i>	<i>Progress</i>
Recommendation 1. TYPSS overall structure and objectives should be maintained. The overall structure of TYPSS and its prioritisation of sectors remain relevant. The addition of new thematic areas - such as gender, climate change, food security, disaster risk, disability, and environmental- economic accounting should be considered as part of each individual country's NSDS priority setting.	<i>Supported through the TYPSS Phase 2 Design</i>
Recommendation 2. PSSC should endorse an increased TYPSS focus on capacity to generate demand for official statistics. The planned focus of the 2015-2017 phase was to complete region-wide statistical systems, which includes fostering demand for official statistics through improved advocacy and communication. Greater emphasis should be placed on these activities in TYPSS.	<i>A Technical Working Group will be established to develop strategy to improve use of data. Review PSSC TOR to improve engagement with users of data.</i>
Recommendation 3. PSSC should endorse an increased TYPSS focus on data analysis and dissemination. With increasing availability of data there is greater need to improve the skills of national statisticians in data analysis and dissemination. ABS, StatsNZ (Victoria University) UN and SPC have experience in data analysis and dissemination training and mentoring which should be provided across the region. Completion of the skills audit will provide guidance for longer term training needs. Where possible, training should be accredited with the cooperation of training institutions such as USP.	<i>The coordination unit will review the skills audit completed by SDD and consult NSOs to identify gaps in analysis and dissemination to better target/coordinate technical assistance.</i>
Recommendation 4. The PSSC should identify NSDS development as a major priority. Countries must clearly identify the need for better scheduling timing and scale of required intensity assistance. National statistical development strategies (NSDS) are critical for NSO to assess reporting requirements and provide a road map for statistical system development	<i>Significant progress has been made in implementing NSDS six countries will have NSDS in place by 30 June 2015.</i>

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<i>Recommendations for future support</i>	<i>Progress</i>
Recommendation 5. All TA Providers and countries should improve M&E reporting. The reporting framework and template should be enhanced to quantify inputs by country/objective, and allow for strategic monitoring of expenditures by country/program, along with outputs and results/outcomes. Reporting should be against time-bound action plans. The first priority for measuring outcomes is associated with tracking the benefits of training and technical assistance. Training assessment and surveys of participants should be used to determine the outcomes of these activities.	<i>The coordination unit will help Technical Assistance (TA) providers and countries to improve monitoring and evaluation.</i>
Recommendation 6. PSSC engage a part time coordinator. A part-time coordinator should be initially engaged to help collate country and TA provider M&E data, assist with PSSC reporting and sustaining a real-time online calendar of regional statistics activities.	<i>Supported through the TYPSS Phase 2 Design</i>
Recommendation 7. The PSSC should develop guidelines for endorsing definitions and standards, along with technical working group operations. Objectives of the PSSC include 'endorsing common definitions and standards that will underpin a greater harmonization of statistical processes' [and] convening 'technical working groups on particular topics involving experienced subject matter specialists', however the nature of these processes are unclear to the review team.	<i>An initial group of five TWG has been established by PSSC Meeting 9 October 2014 and will be supported by the coordination unit.</i>
Recommendation 8. Donors provide PSSC members with communications support. PSSC members represent multiple countries and face difficulties in collating data for meetings as e-mails are often not answered. Communications funds should be provided so counterparts can be readily contacted and PSSC reporting improved.	<i>Support for regular consultations between NSO to be implemented through the coordination unit</i>
Recommendation 9. The PSSC should review its TOR to coincide with the upcoming HOPS meeting in July 2013. A review of the TOR, with increased members input, will allow members to decide the best role for the PSSC, the preferred method of operation, membership, and approach to the next phase of steering and monitoring TYPSS implementation.	<i>The PSSC TOR was changed at the HOPS meeting in July 2013.</i>
Recommendation 10. PSSC should endorse an Independent Phase 2 design. An independent design team should be commissioned by the PSSC to design the follow-on activities of TYPSS for all TA providers. Activities should be aligned under current objectives and scheduled using Gantt charts on a quarterly timeframe. Indicators for tracking inputs, outputs and outcomes need to be quantifiable and specified in	<i>An independent design was undertaken and endorsed by the PSSC Meeting 9 October 2014.</i>

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the M&E framework. The proposed design would be presented to the PSSC for endorsement.	
Recommendation 11. Donors should provide longer term rolling funding. Longer term, more predictable funding – such as rolling budgets would assist planning and improve the longer term performance of the TYPSS.	<i>DFAT is committed to the Ten Year Pacific Statistics Strategy</i>
Recommendation 12. Donors should sustain the civil registration and vital statistics program. The capacity developed for vital statistics should be sustained through continued funding for BAG activities under the UQ Health Information Systems Knowledge Hub, with a stronger focus on developing an integrated health information system for the prevention and control of NCD, amongst others.	<i>SPC SDD continues to implement the CRVS program and provide secretariat support to the Brisbane Accord Group (BAG)</i>

Attachment B

TYPSS Design Document October 2014 - Section on the regional coordination unit

The regional coordination unit will be tasked in the first year with establishing effective working mechanisms and identifying blockages and problems to effective implementation of TYPSS phase 2. A draft activity plan for the first 12 months of the coordination unit is attached at Annex 7.

Staffing for the unit was initially proposed as one person. Following review of the range of tasks required to be fulfilled it was decided that a three person team would be the minimum required to address all these tasks. This is likely to involve:

- A full-time coordinator for the first 12 months of phase 2 (this is expected to drop to a part-time position by the second year of phase 2)with the following responsibilities:
 - Update the TYPSS action plan: including a schedule of major activities by all TA providers. Communicating with all donors and development partners, to establish a shared operational plan identifying available development assistance for core statistics. This work will initially entail a rapid review of partner plans and operational documents.
 - Annual Operational Plan. Drafting an initial operational plan which combines development partner planning with identified PICT needs and priorities. The first draft of this plan should be made available to the first PSSC meeting in 2015.
 - TYPSS Monitoring and Evaluation Framework. The coordinator will, together with the monitoring and evaluation advisor, provide annual reports to the PSSC on the progress towards phase 2 objectives.

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- Establish National Baseline Priorities and Capacities: Communicating with all NSO to establish a baseline of priorities and capacity needs, starting with the skills audits of NSO conducted by SPC in TYPSS Phase I, and draw on existing NSS, NSDS (relevant sections) , interim work plans aligned with national development strategies. This will initially entail a rapid review of country needs which can then be progressively improved and better informed over time.¹
- Oversee development partner coordination. Establish and facilitate development partner meetings that bring together development partners to promote efficient and effective technical assistance to NSO across the region. This is likely to involve virtual meetings of relevant stakeholders, facilitating communication between stakeholders to identify opportunities for complimentary activities, and other activities.
- PSSC Communication Strategy. Establish and facilitate a process of communication to underpin the operations of TYPSS Phase 2. This will include communications support for PSSC as well as communications for the purpose of transparency and accountability between stakeholders. It will also include attention to communication for the purposes of learning, particularly between NSO and NSS across the PICT
- TYPSS Coordination Strategy. Identification of progress and problems. Informed by the monitoring and evaluation reporting as well as observation and participation in the processes outlined above, the coordinator will be responsible for reporting to all stakeholders through the PSSC, about the progress or otherwise of the new coordination mechanisms and the degree to which these are now contributing to a more effective process for achievement of TYPSS phase 2 objectives.²
- Other tasks as directed by PSSC
- Provide managerial oversight of the coordination unit.
- A half time M&E advisor, who will be employed for the three years of phase 2 with the following responsibilities:
 - Implementation of monitoring and evaluation activities for phase 2 at country and regional level in cooperation with other stakeholders, in line with the monitoring and evaluation framework outlined in this document.
 - Preparation of an annual TYPSS report which is provided to all stakeholders including national governments and development partner institutions, that informs everyone about progress towards objectives and vision of TYPSS. This report will not be an activity report but will focus on outcomes and impact.

¹ It is acknowledged that comprehensive understanding of complex NSS requires time and ongoing learning and examination. This should be an ongoing task throughout phase 2.

² This may include recommendations around problem-solving with particular development partners. It may also include identification of NSO or national governments work where has been insufficient utilisation of assistance made available. While this aspect of the role will need to be carried out in a culturally appropriate and diplomatic way, it will be important that the coordinator is in a position, particularly in the first year of the program, to actively identify roadblocks and make recommendations to the PSSC about solutions.

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- As requested by PSSC, undertake other monitoring, evaluation and research activities which contribute to the knowledge and progress of TYPSS.
- If funding permits, a part-time logistics advisor for the three years of phase 2 with the following responsibilities:
 - Assisting the coordinator with logistics for virtual meetings and actual meetings.
 - Assisting with the M&E advisor with preparation of reports
 - Assisting with communication across all stakeholders in TYPSS
 - Supporting PSSC meetings with (i) timely distribution of papers prior to the meeting, and (ii) distribution of minutes and action points within two weeks of meeting completion.
 - Arrange travel, accommodation, meeting facilities and per deems for PSSC meetings
 - Other logistic and communication tasks as directed by the coordinator.

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Attachment C

SECRETARIAT OF THE PACIFIC COMMUNITY

Job Description: Implementation Coordinator – TYPSS (Ten Year Pacific Statistics Strategy)

Are you passionate about development effectiveness and supporting Pacific Island communities to achieve their goals?

Description

SPC invites applications for the position of Implementation Coordinator of the Ten Year Pacific Statistics Strategy in the Director-General's Office located at its regional office in Suva, Fiji.

The Secretariat of the Pacific Community (SPC) is the Pacific Island region's principal development organisation. It works with its 22 Pacific Island member countries and territories, providing technical and scientific assistance across a wide range of sectors to enhance economic, environmental, social and human development in this region.

The role – The Implementation Coordinator TYPSS position will be a two-year appointment (2015 and 2016), with an option for an additional year (2017). SPC is hosting the Implementation Coordinator and the Coordination Unit of the Ten Year Pacific Statistics Strategy (TYPSS) on behalf of the Pacific Statistics Steering Committee (PSSC) to provide independent advice and support to PSSC. The position will be based in SPC's Suva Office and have primary responsibility for supporting cooperation among stakeholders engaged in implementation of TYPSS Phase II (2014–2015 to 2016–2017). The Implementation Coordinator TYPSS will also broadly support PSSC to achieve the TYPSS Phase II goal and objectives.

The Pacific Statistics Steering Committee (PSSC) was established to monitor the implementation of TYPSS (Ten Year Pacific Statistics Strategy). The PSSC is composed of representatives from national statistics offices, ministries of planning, technical providers and donors of Pacific Island countries and territories (PICTs). A range of development partners contribute to the implementation of TYPSS. These include the Australian Bureau of Statistics, the Asian Development Bank, the Pacific Financial Technical Assistance Centre, the Partnership in Statistics for Development in the 21st century, the Secretariat of the Pacific Community, the University of the South Pacific, Statistics New Zealand, and a range of UN agencies including UNICEF, UNDP, UNFPA, UN ESCAP, UN SIAP, WHO and the World Bank.

The role of the Implementation Coordinator TYPSS will also encompass the following major functions:

- Assist the chair and vice chair to collaborate and work with PSSC and other relevant technical working groups to identify needs and develop a plan to improve the use of statistics by Pacific governments and decision makers, as well as promote the use of Pacific statistics in international reports.

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- Develop a 12-month work plan and refine performance measures for the coordination unit developed under the 2014 TYPSS Phase 2 Design. The work plan will be based on a review of existing capacity assessments of PICTs' national statistics systems.
- Finalise an action plan for TYPSS Phase 2 and support coordination of technical assistance, planning and reporting.
- Oversee and manage the Coordination Unit's service delivery.
- In consultation with PSSC, oversee development and implementation of a TYPSS communication strategy, including an annual report.
- Promote awareness of TYPSS activities and outcomes to internal and external stakeholders.
- Oversee monitoring and evaluation work and recommend programme improvements.

The profile – SPC seeks an internationally experienced professional, preferably with a good working knowledge of the Pacific and developmental partners. Based on the key result areas for this position, this person will need to work autonomously, whilst demonstrating a strong capability to work with a wide range of stakeholders, using a collaborative and consultative approach. The Implementation Coordinator TYPSS will have exceptional communication, influencing and negotiating skills, with a strong technical advisory background, enabling him/her to achieve high quality service in relation to strategic programme planning, reporting, annual work plans, budgets and policy development. The Implementation Coordinator TYPSS will have an aptitude for diplomacy and proactivity when dealing with complex situations and be an effective and clear communicator to achieve success when working in multi-cultural environments across a wide range of multi-disciplinary stakeholders.

Key selection criteria

1. Qualifications

Post-graduate qualification in one of the following areas: economics, public policy, statistics, demography or a related field.

2. Technical expertise

At least ten years' experience of working in a similar senior management position in the Pacific or in a similar international development context working with SIDS. Extensive experience in leading complex change management agendas through high-level, multi-key stakeholder engagement. A high calibre leadership approach to people management, training and coaching. Proven experience in managing and reporting on large operational budgets; thus strong financial management skills and understanding of statistics systems, preferably in the Pacific. Demonstrated knowledge of and ability to support and guide evidence-based policy development and strategic planning. Strong operational management experience in unit coordination and service delivery.

3. Language skills

Proficiency in English, with a working knowledge of French being an advantage.

4. Interpersonal skills and cultural awareness

Excellent interpersonal skills, a team player with the ability to network and work effectively in a multicultural setting. Cultural sensitivity and a demonstrated understanding of developing country environments, with knowledge of Pacific Island countries and territories being an advantage.

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Salary, terms and conditions

Remuneration – The Implementation Coordinator TYPSS is a Band 12 position within SPC's 2015 salary scale, with a starting salary range of 3,199–3,998 SDR (special drawing rights) per month, which currently converts to approximately FJD 9,106–11,382 (USD 4,861–6,076; EUR 3,692–4,615). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will, however, be subject to income tax.

Benefits – SPC provides subsidised housing in Suva. An establishment and relocation grant, removal expenses, airfares, home leave, medical insurance and education allowance are available for eligible employees and their recognised dependants. Employees are entitled to: 25 days annual leave and 30 days sick leave per annum, life insurance, and access to SPC's Provident Fund (contributing 8% of salary to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

As an **equal-opportunity employer**, SPC recruits on merit, but if two interviewed candidates are ranked equal by the selection committee, preference will be given to nationals of Pacific Island countries and territories.

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Attachment D

TERMS OF REFERENCE (TOR) FOR THE TEN YEAR PACIFIC STATISTICS STRATEGY (TYPSS) COORDINATOR

Introduction

The role of the TYPSS Coordinator

The Ten Year Pacific Statistics Strategy (TYPSS) coordinator position will be a two-year appointment (2015 and 2016), with an option for an additional year (2017). The position will be based in Suva and have primary responsibility for supporting cooperation between stakeholders engaged in the implementation of the TYPSS Phase II (2014-15 to 2016-17). The Coordinator will support the Pacific Statistics Steering Committee (PSSC) to achieve the TYPSS Phase II goal and objectives listed below.

Specific duties include the following:

1. Support coordination of TYPSS technical assistance planning and reporting

- Maintain and circulate to PSSC members and Pacific NSOs an annual integrated schedule of planned technical assistance based on TYPSS technical assistance (TA) provider work plans. Sharing of TA provider's annual work schedules is intended to;
 - identify opportunities to leverage benefits of TA activities more widely
 - identify gaps in service delivery
 - minimise duplication or overburdening of Pacific NSOs with poorly coordinated capacity building activities
- Based on technical provider activity reports, develop an integrated status report on the progress of TYPSS including updates on progress of the Technical Working Groups.
- Based on existing documents maintain current and accurate updates on delivery of technical assistance.
- Report to the PSSC significant delays or problems in progress of key activities or delivery of technical assistance outlined in TYPSS operational plan that may affect achievement of TYPSS Phase II objectives where possible provide options to resolve blockages to program delivery.

2. Support PSSC regional coordination of statistics meetings:

- In cooperation with the Chair of the PSSC ensure all TYPSS meetings including PSSC meetings are;
 - well planned in advance
 - have appropriate and timely agendas based on consultation with meeting participants
 - timely circulation of agendas, papers and minutes
 - ensure papers are of sufficient quality for PSSC
 - document, track and report progress on action items to meeting conveners

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- Provide logistical support to PSSC Technical Working Groups including organisation of communication methods, meeting arrangements, monitoring tasks and outcomes, and reporting back to PSSC.
 - The coordinator will include in M&E reports an assessment of PSSC and TWG meetings against the quality criteria contained in the design document monitoring framework.
3. *Lead improved communication between TYPSS stakeholders:*
- Assist PSSC members to understand needs of their constituents. For example, help NSO PSSC representatives to organise regular communication with the national statistics offices they represent to provide feedback about PSSC meetings, seek views on regional statistics issues and identify priorities and problems.
 - Maintain a communications plan that ensures awareness of PSSC activities and outcomes for TYPSS internal and external stakeholders
 - Work with development partners to improve cooperation and communication in the region
 - Support the PSSC Chair with communications and leadership activities as requested
4. *Oversee and support implementation of TYPSS monitoring and evaluation framework*
- Promote alignment between regional TYPSS reporting and Pacific country national statistics strategy reporting
 - Liaise with Pacific NSOs and lead agencies of country NSS to document for PSSC the national level work plans and links with TYPSS regional technical assistance.
 - Oversight of monitoring and evaluation and logistics and communications for Phase II undertaken by other coordination unit staff
5. *Management of coordination unit*
- Oversight of the sustainability of the unit including attention to resources required.
 - Develop and provide progress reports to Deputy-General SPC and PSSC meetings on the implementation of a TYPSS coordination unit annual work program.
 - Supervise coordination unit staff
 - Provide management oversight of coordination unit work program.

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Proposed (draft) indicators of progress for Coordination Unit M&E

<i>TYPSS Phase II objective and outcome</i>	<i>Indicator of coordination unit progress</i>	<i>Target in year one</i>
<p>TYPSS Phase II operates in a coordinated and efficient manner with the best use being made of available technical assistance and informed progress assessment being made available to PSSC.</p> <p>The outcome sought for the coordination unit under this objective is:</p> <p><i>The Coordination unit demonstrates that is the PSSC's preferred option to ensure transparent, equitable, effective and efficient delivery of TA to the Pacific countries</i></p>	1) PSSC member satisfaction with the Coordination Unit's support of PSSC meetings and PSSC Technical Working Groups.	<p>The PSSC's agreed meeting schedule and strategic agenda items for the whole of TYPSS Phase II is developed and circulated at each PSSC meeting for review.</p> <p>Draft agendas are circulated one month prior to meetings, meeting papers and final agenda provided one week before meeting;</p> <p>Draft action items circulated within one week of PSSC meeting, draft minutes circulated within three weeks of meetings and final minutes and action items within six weeks of meetings.</p>
	2) Timely and clear information being available to PSSC members and all Pacific NSOs about scheduling of technical assistance	PSSC to have a proposed TA schedule for each country 12 months in advance including planned activities of all TA providers, dates, costs & rationale in terms of sequencing of TA
	3) TA providers providing timely and comprehensive advice to Coordination Unit about the planned TA activities as well as regularly providing updates of changes to scheduled activities	Timely and clear information is provided to coordination unit by all TA providers for reporting to PSSC meetings.
	4) NSOs, TA providers and users of statistics reporting that the coordination unit is improving the efficient and effective delivery of technical assistance	TYPSS stakeholders report that the Coordination Unit is improving coordination of TYPSS technical assistance delivery.
	5) The coordination unit demonstrates value for money	Efficiency and effectiveness in TA delivery and PSSC communication are being identified by TYPSS stakeholders

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Background

Between 2009 and 2010, the Ten-Year Pacific Statistics Strategy (TYPSS) was endorsed by Forum Economic Ministers Meeting (FEMM), the Regional Council of Heads of Planning and Statistics (HOPS) and by SPC's Committee of Representatives of Governments and Administrations (CRGA). TYPSS recognises the need for a comprehensive long-term plan to drive improvement and development of statistics in the Pacific region. TYPSS proposed a regional approach to maximise and coordinate technical resources, and thereby improve the scope and quality of national statistics. The design for TYPSS (2010- 2020) outlined a series of short and long-term programs to contribute to national statistics capacity development and regional coordination and capability. A subsequent Pacific Statistics Action Plan identified specific activities to be undertaken during TYPSS phase 1 (2011-2014).

A range of development partners contribute to TYPSS and funding for statistics in the Pacific is received from a range of sources. These include Pacific national governments who both fund their own National Statistics Offices (NSOs) and are contributing members to Pacific regional organisations. It also includes funding from the Australian government through DFAT, the governments of New Zealand, France, USA and Japan, from the Asia Development Bank (ADB), the World Bank and the IMF.

A Pacific Statistics Steering Committee (PSSC) was established, by the 3rd Regional Conference of the Heads of Planning and Statistics in July 2010, to monitor the implementation of TYPSS. The PSSC is composed of representatives from Pacific island countries and territory's (PICTs) NSOs and Planning Ministries as well as TYPSS technical providers and donors. During TYPSS Phase I the secretariat and logistics support to the PSSC was provided by the Secretariat of the Pacific Community (SPC) Statistics Development Division.

In 2013 a mid-term review of TYPSS was undertaken. This confirmed that TYPSS had resulted in measurable improvements in the availability and comprehensiveness of Pacific data. The review report also noted some challenges with implementation, particularly in the area of regional coordination, governance arrangements and overall monitoring and evaluation of progress both day to day and longer term.

TYPSS Coordination unit

The review of TYPSS Phase I (2010-11 TO– 2013-14) recognised the substantial achievement of TYPSS particularly in the area of developing country capacity for collections, vital registration, economics data and development of national websites accessible through PRISM.

The review also proposed a number of improvements to the program in phase two which the TYPSS Coordination Unit is being established to implement. These areas for improvement include;

- **Coordination of technical assistance:** a coordinator would sustain a real-time calendar of regional statistics activities.

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- **Strengthening the PSSC.** A coordinator be engaged to assist with PSSC reporting and agenda-setting, and Guidelines need to be prepared for standards endorsement and the operation of technical working groups.
- **Improved M&E Framework.** The reporting framework and template should be enhanced to capture inputs by country/objective, along with outputs and results/outcomes. Reporting should be against time-bound action plans. Resources allocated to each objective and country needs to be specified for strategic monitoring of expenditures.

The design of TYPSS Phase II recognises the scope of work outlined for the Coordinator is wide and requires different skill sets. Therefore the Coordination Unit will be established to include additional staff with skills in logistics and program management as well as monitoring and evaluation. The independence of the regional TYPSS coordination unit is a critical element for the design of TYPSS Phase II. The Coordinator role must be able to operate independently of the TYPSS technical providers to provide the PSSC with independent and objective advice.

The purpose of the coordination unit is to support the PSSC in its role to oversee the efficient, effective, transparent, equitable and accountable implementation of TYPSS Phase II. The coordination unit will support the PSSC by working with the Pacific NSOs, Pacific users of statistics and TYPSS development partners to improve clarity and communication about PSSC priorities, TYPSS activities schedules and progress to achieving TYPSS objectives.

The coordination unit will consist of:

- a coordinator, who will lead a coordination unit located in Suva and hosted by the SPC.
- a part-time monitoring and evaluation officer, and
- a part-time logistics officer.

The TYPSS coordinator and coordination unit will be funded for three years (2014-15 to 2016-17) by the Australian Department of Foreign Affairs and Trade (DFAT) with possible additional support from the Asia Development Bank (ADB).

Management arrangements

The coordination unit will be accountable for its work plan to the PSSC. It will produce an annual work plan which will be submitted and approved by the full PSSC.

The chair of PSSC will have responsibility to oversight and direct the work of the coordination unit based on the agreed annual work plan. Due to the complexities in the region a subgroup of PSSC may be required to assist in identifying priority areas and assist in addressing issues.

- The coordination unit will be located in the SPC's Suva office
- The coordination unit will be under the line management of the Director General of SPC.
- Day-to-day management will be deputised to the SPC Suva Deputy Director General.

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TYPSS Phase II Design

The three year (2014-15 to 2016-17) TYPSS Phase II design was endorsed by the PSSC on 21 October 2014 and includes the goal and objectives outlined below.

An independent review of the TYPSS Phase II program will be commissioned by DFAT in 2016 to assess and make recommendations about program performance against the goals and objectives as well as the contribution made by the TYPSS Coordinator to improve the efficiency, effectiveness and accountability of TYPSS.

TYPSS Phase II Goal and objectives

A core set of statistics will be available that informs the development of all Pacific island countries and territories, supports regional benefits and is respected and utilised in global reporting

TYPSS Phase II aims to achieve five major objectives:

1. Pacific island countries and territories have the technical capacity (either in-house capacity or through timely accessible technical support), to manage and implement all core statistical collections, including key administrative databases, as required by national development plans, including national strategies for the development of statistics.
2. Pacific island countries and territories are producing the agreed core set of statistics across key sectors including but not restricted to economics, population, CRVS, education and health, as required by their national plans and agreed-upon regional and international reporting frameworks, with timely analysis and dissemination of results to national users
3. All countries and territories have in place some form of national statistics strategy or plan in line with their national development strategies.
4. National level statistic stakeholders are advised on an ongoing basis about emerging statistical tools and systems, processes for effective data analysis, communication and quality assurance and Pacific interaction and proposed responses to international statistical standards.
5. National and regional statistics governance is functioning effectively:
 - i) *TA inputs are in line with country and territory priorities, transparent to all stakeholders and are delivered efficiently across the region.*
 - ii) *Pacific leaders receive recommendations about priorities for statistical collections at national and regional level with accompanying data about resource and technology requirements*
 - iii) *TYPSS Phase II operates in a coordinated and efficient manner with the best use being made of available technical assistance and informed progress assessment being made available to PSSC.*

Principles

Implementation will be guided by the following principles:

- Country owned and driven prioritisation.

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- Accountable and transparent partnerships.
- Working to collective strengths for greater efficiency.
- Focusing on innovation, common systems and standards, and leveraging off change.
- Regional relevance
- Commitment to excellence and quality
- A focus on clear and achievable outcomes.

Sustainability

It is recognised that the coordination unit needs to be established in a way that supports ongoing capacity development in the region and ensures its work is directly relevant to the region. This could be promoted in several ways. These include the secondment of NSO staff into the unit, for senior NSO staff to be mentored by the coordinator and in turn to ensure regional relevance of the work of the coordinator.

It is proposed that an additional task for the coordination unit will be to explore these and other options.

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Attachment E

PSSC 9 Minutes ANNEX A:

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).

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- 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 TYPSS 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.

PSSC 9 Minutes ANNEX B: Initial proposed agenda for PSSC-10

1. ICT Technical Working Group
2. Administrative Sources TWG
3. Pacific Survey Futures TWG
4. Data Utilisation and Dissemination TWG

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5. HIES TWG
6. Integrated work plans from TA providers
7. PSSC Governance