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2019 MAY PSMB MEETING

DOCUMENT N° 3:

PACIFIC STATISTICS METHODS BOARD (PSMB) SAMPLING SUBCOMMITTEE TERMS OF REFERENCE

DRAFT

Prepared by the
Statistics for Development Division (SDD)
of the
Pacific Community (SPC)

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Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional Offices: Suva, Fiji;
Pohnpei, Federated States of Micronesia; Port Vila, Vanuatu. Country Office: Honiara, Solomon Islands.
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Pohnpei (États fédérés de Micronésie) ; Port-Vila (Vanuatu). Bureau de pays : Honiara (Îles Salomon).
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AUTHORITY

The PSMB sampling subcommittee has been established by the Pacific Statistics Methods Board to support the board to undertake its role. The PSMB has responsibility for terms of reference, membership and operation of the subcommittee and has the ability to dissolve the subcommittee.

ROLE

The role of the PSMB Sampling subcommittee is to provide expert advice to PSMB on survey sampling, and related issues, such as estimation. The subcommittee will provide advice on both theoretical aspects of sampling as well as practical and operational considerations. In line with the purpose of the PSMB, the subcommittee will aim to ensure best practice standards are developed that are fit for purpose for use in Pacific Island countries and territories.

MEMBERSHIP

Membership will be determined by the PSMB. The PSMB will appoint a Chair for the subcommittee from the membership of the PSMB. If the subcommittee Chair ceases to be a member of PSMB then the position of Chair will be open until filled by the PSMB Chair.

Other members are also appointed by the PSMB. It is not necessary that a member of the subcommittee also be a member of PSMB.

ADMINISTRATIVE ARRANGEMENTS

Meetings

Meetings will be held as required, convened at the discretion of the subcommittee Chair. The business of the subcommittee may be progressed in meetings, or may be progressed out of session through discussions among members. Meetings are generally expected to be no more than 60 minutes duration.

Agenda and papers

Agenda topics will be determined by the subcommittee Chair, following suggestions from subcommittee members, or by request from PSMB. As a small and 'fast moving' subcommittee, it is not required that formal agenda be prepared ahead of meetings. Similarly formal minutes are not required. It is the responsibility of the subcommittee Chair to ensure that subcommittee members are informed of relevant decisions or outcomes from subcommittee meetings or other deliberations, which may be communicated through informal emails rather than through formal minutes of meetings. The Chair is similarly responsible for disseminating any relevant information to members before meetings (i.e. any discussion papers or similar material).

Reporting

The subcommittee Chair will report on the progress and outcomes from the subcommittee to the PSMB at regular PSMB meetings, or to the PSMB Chair on request.