

## **ANNEX 1: GUIDELINES**

### **Technical Workshop on**

### **Statistical Literacy and Capacity Development for the Pacific (Hagatna (Guam) 24-28 of July 2023)**

#### **GUIDELINES**

Every day we are confronted with statistical information from advertisements, news reports, social media and even in our general conversations. In recent times we have heard much about false news and false statistics. This is important because statistics can be made to produce misrepresentations of data that can easily seem valid. The aim of statistical literacy is to improve the understanding of numbers and figures amongst those who deal with statistics in their work; what they mean, how to interpret them, how they should be used to best advantage and, especially, how to recognize when they are likely to be false.

The workshop will be facilitated and co-sponsored by the Pacific Community's Statistics for Development Division (SDD), in partnership with the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) on the platform of the Statistical Institute for Asia and the Pacific (SIAP) – a subsidiary of UNESCAP.

#### **Workshop Objective**

The main reason for this workshop is to bring representatives of National Statistical Offices (NSOs), National Statistical System (NSS) and Planning Departments made up of Line Ministries responsible for planning and policymaking at the national level (Data Users) to discuss the challenges around Statistical Literacy and Capacity Development in the Pacific. The key outcomes are outlined as follows:

- A general understanding of Pacific-specific statistical capacity and capability challenges to set the foundations and understanding for a wider and comprehensive needs assessment and capacity-building plan for the Pacific with sub-regional differentials.
- Better positioning SPC and its member countries and relevant stakeholders/partners to understand and structure their training programs that can help improve Pacific NSOs/NSS and Data Users' capacity.
- Identifying the challenges, areas for strengthening, and highlighting/discussing the role of NSOs in the broader national statistical system and identifying key stakeholders at each point in the cycle of data-driven policymaking.
- Development of the Pacific Statistical Capacity Development Framework and identification of key entry points for a more sustainable capacity development approach.

We are extremely excited for the opportunity to include delegates from Solomon Islands representing the National Statistical Office, National Statistical System and Planning Departments (Data Users) and for the opportunity to listen and learn from each country at the system level to respond with a comprehensive capacity development plan for the region over the coming years.

Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional Offices: Suva, Guam;  
Pohnpei, Federated States of Micronesia; Port Vila, Vanuatu.  
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Siège de la Communauté du Pacifique (CPS) : Nouméa (Nouvelle-Calédonie). Antennes régionales : Suva (Fidji) ;  
Pohnpei (États fédérés de Micronésie) ; Port-Vila (Vanuatu).  
[www.spc.int](http://www.spc.int) [spc@spc.int](mailto:spc@spc.int)

The workshop is designed to have in-person participation, however, there could be an option to participate virtually for participants who are unable to travel, but this depends on availability of technology at the venue. For virtual participation, the meeting will possibly use the Zoom platform.

**Note on Participants' Profile To help guide with the selection of one appropriate participant to attend the workshop.**

It is strongly emphasized that relevant staff who are able to contribute to the Workshop objectives are nominated for the workshop. We are looking forward to closely working with representatives from NSO and the NSS, including Planning Departments, Central Banks, and related institutions, to study the capacity needs, the statistical literacy challenge and to get most relevant feedback that covers the system level knowledge.

We expect that each representative would be coming with a lot of technical background knowledge and will participate effectively in group discussions. A certificate of participation will be issued upon successful completion of the workshop.

Please confirm the availability of your representatives by asking him/her to kindly fill in the enclosed nomination form and return it to SPC before or by **Wednesday 31<sup>st</sup> of May 2023** with a copy of his/her valid passport including vaccination cards.

**Access to a laptop**

It would be helpful if the participants have access to laptops during the Workshop duration.

**Accommodation in Hagatna**

Funded participants will be accommodated at the **Guam Reef Hotel, Hagatna, Guam**. Rooms are for single occupancy only and will be pre-paid for the length of each participant's stay in Hagatna as part of the per diem. SPC will settle accounts for room only (for one (1) person) directly with the Hotel. Other costs incurred at the Hotel will be charged to the Workshop participant. Participants are personally responsible for settling their accounts prior to departure.

Participants will be responsible for paying for meals (except lunches, which are provided during the Workshop), local transportation and incidental expenses from the allocated per diem.

All other costs such as transfers to/from the airport in your home country, visa applications etc. will need to be met from the participant's per diem allowance.

**Financial and Workshop arrangements**

In line with UN-SIAP's travel policy, we will provide the nominated participant with a round trip economy class airfare from their home country to Hagatna, Guam by the most economical route.

Participants Per Diems will be paid by SPC, as per SPC's travel policy. Per diems will be applied at the standard SPC rates for (i) necessary overnight transit stops en route and (ii) living expenses and incidentals while in Guam.

Participants are requested to please retain all boarding passes and hotel invoice paid receipt while on transit (if relevant), since these will be required to collect the per diem. All participants receiving per diems are required to sign the SPC Travel Receipt as a standard administrative procedure.

Participants will need to provide, within seven (7) working days upon return to their home country, (i) their boarding passes and (ii) copy of paid invoices with receipt of hotel accommodation while in transit on the way back to their home country (where applicable). Failing to provide these documents may result in SPC seeking refund of the per diem paid to the participant.

A separate per diem during necessary overnight transit stops en-route covering accommodation, meals and incidentals will be paid by SPC, where applicable. Participants who require additional nights' accommodation en route will need to arrange these themselves and will be responsible for paying for all hotel costs (while in transit), meals, local transportation, and incidental expenses from the allocated per diem. Participants will need to provide hotel receipts for each transit night.

### **Guam Electronic Declaration Form**

The Guam Electronic Declaration Form (Guam EDF) is a mandatory digital form that all arriving passengers will need to complete before entering this beautiful island. For passengers' safety and convenience, the form will be accessible up to 72 hours prior to their arrival.

Click to access the [Guam Electronic Declaration Form](#)

### **Visa requirements**

Participants are responsible to apply for any transit visa en-route as required. SPC can facilitate and assist with this process.

### **Present COVID-19 Travel Alerts**

Guam is part of the United States of America and as such, travel into Guam must meet federal guidelines.

As of 12:01AM ET **on June 12, 2022**, the Centers for Disease Control and Prevention (CDC) no longer require air passengers traveling from a foreign country to the United States to show a negative COVID-19 viral test or documentation of recovery from COVID-19 before they board their flight.

**No pre-departure testing required** for travelers.

Travelers **need to show proof of being fully vaccinated against COVID-19.**

Individuals arriving in Guam on domestic or international flights are no longer subject to quarantine.

Read more: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html>

It is the responsibility of the participants to check the COVID related travel restrictions to Guam and from Guam back home, as these may include mandatory tests and quarantine requirements upon their return. Participants must bear the cost of mandatory COVID-19 testing required pre-travel and post-travel.

### **Medical insurance**

SPC does not insure participants against travel delays, lost baggage, illness, injury, other disability, or loss of life during the term of the workshop. Any medical and travel insurance remains the sole responsibility of the participant.

### **Other conditions**

There are no other benefits associated with this invitation other than those specified above.

### **Nominations for participation**

Nominated participant is requested to complete and scan the enclosed nomination form and return it by **Wednesday 31<sup>st</sup> of May 2023** to Mr. Nadeem Akhtar ([nadeema@spc.int](mailto:nadeema@spc.int)) with cc Ms Sandy Smith ([sandys@spc.int](mailto:sandys@spc.int)) and Ms Sandra Gianini ([sandrag@spc.int](mailto:sandrag@spc.int)).

Acceptance into the workshop will be confirmed by the **Thursday, 1<sup>st</sup> of June 2023**, at which point the participant will be contacted with further information re preparation for the workshop.