Distr.: For participants only
16 October 2012

English only

UNITED NATIONS
APC*i*CT - ESCAP

Economic and Social Commission for Asia and the Pacific
Asian and Pacific Training Centre for Information and Communication
 Technology for Development

Governing Council

Seventh session
Bangkok, 21 November 2012
Item 4 of the provisional agenda
**Report on the administrative and financial status of
APCICT**

Administrative and financial status of APCICT[*]

Contents

I.   Introduction

1.   The United Nations Asian and Pacific Training Centre for Information and Communication Technology for Development (UN-APCICT/ESCAP) was established by the Economic and Social Commission for Asia and the Pacific (ESCAP) through its resolution 61/6 adopted in May, 2005. Since its inauguration on 16th June, 2006, as a regional institute of ESCAP, APCICT has been working to deliver upon its mandate of building the human and institutional capacities of its 62 member and associate member States to use information and communication technology (ICT) for their socio-economic development.

2.   As per its Statute contained in Resolution 61/6, APCICT has the following functions:

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[*]   This document has been issued without formal editing.

(a)   Enhancing knowledge and skills in ICT for policymakers and ICT professionals;

(b)   Enhancing the capacity of ICT trainers and ICT training institutions by providing for training-of-trainers programmes and exchanges of trainers and experts;

(c)   Providing advisory services on human resources development programmes to members and associate members;

(d)   Undertaking analytical studies related to human resources development in ICT, including identifying training needs and sharing best practices on human resources development programmes and training methods.

In accordance with these functions, APCICT has distinct pillars of work, namely training, advisory services, research and knowledge sharing, and promoting multilateral cooperation. APCICT has adopted an integrated approach where each pillar complements reach and impact of the other pillars.

3.   ESCAP and the Government of the Republic of Korea signed a Headquarters Agreement for establishment of APCICT in the city of Incheon on 31st January, 2006. An Agreement regarding the Administrative and Financial Arrangements for APCICT was also signed on the same date.

4.   A comprehensive evaluation of the performance of the Centre was conducted by an independent evaluator in 2010, as mandated in the Statute of the Centre, to serve as the basis for ESCAP member States to decide at the 66th Commission Session regarding continuation of APCICT's operations beyond its initial 5-year term (uptil May 2011). The evaluation report was very positive and commended the performance of the Centre. It referred to APCICT as a "success story" and "a credible regional hub for the delivery of ICT training and human resources capacity building services to member States". Based on the recommendation of the report for continuation of APCICT beyond May, 2011 and the strong support expressed by member States, the Commission decided to continue with the operations of APCICT through its Resolution 66/14.

5.   For continuation of the Centre's operations, a second Administrative and Financial Arrangement was signed between ESCAP and the Government of the Republic of Korea in September, 2011.

6.   The Governing Council of APCICT comprises of a 9 members including the Republic of Korea (host country) and eight other members which are elected by the Commission for 3-year terms. At its 68th session held in Bangkok in May, 2012, the Commission elected Bangladesh, Cambodia, India, Indonesia, Pakistan, Philippines, Sri Lanka and Thailand as members of the Council for the next 3-year term (2012-2015).

7.   APCICT is part of sub-programme 5 of ESCAP titled 'Information and communication technology for development and disaster risk reduction'. The Information and Communications Technology and Disaster Risk Reduction Division (IDD) of ESCAP is APCICT's backstopping division.
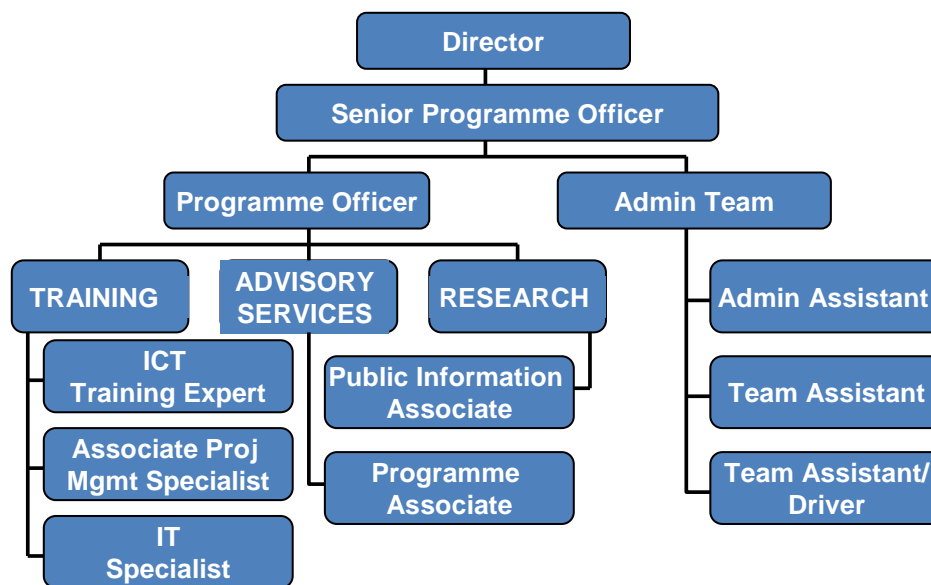
8.   The present report outlines the administrative and financial status of APCICT for review by the Governing Council in accordance with paragraph 15 of the Statute of the Centre.

II.   Administration/management

9.   *Human resources:* The human resources of APCICT comprise of 3 Professional staff, 3 support staff and 5 individual contractors. The Professional staff members include 1 Director, 1 Senior Programme Officer and 1 Programme Officer. Recruitment is underway for a new position of Programme Officer as well as a new support staff position. APCICT also engages consultants to meet the requirement of experts and resource persons for its ICT for development (ICTD) capacity building programmes.

Figure
Organization chart of APCICT (as of September, 2012)

10.   There is increasing demand for APCICT's ICTD capacity building programmes. The flagship programme of the Centre titled 'The Academy of ICT Essentials for Government Leaders' (Academy) has rapidly expanded to reach 26 countries while 6 countries/sub-regions have launched APCICT's 'Primer Series on ICTD for Youth' as an ICTD learning resource for universities within 6 months of its release. However staffing limitations have imposed constraints on APCICT's ability to meet this increasing demand.

11.   In order to cope with staffing limitations and maximize efficiency, APCICT has adopted some internal policies as enumerated below:

        (a)   Weekly staff meetings and annual workshops: These are held to ensure coordination and involvement of all staff in the work and strategy formulation of the Centre.

        (b)   Internal knowledge management system: An internal knowledge management system including the provision of file sharing via an intranet has been put in place for systematic documentation of its activities and external correspondence, as well as compilation of feedback from clients and beneficiaries.

12.   Furthermore, there is a need to provide more opportunities for training and continuous skills enhancement to APCICT's staff in both

programmatic as well as administrative areas so that they can perform to their full potential.

13.   *Collaboration with ESCAP divisions and offices:* APCICT frequently collaborates with IDD and other ESCAP divisions in order to tap respective strengths and leverage synergies. Some examples are as follows:

(a)   APCICT and IDD are collaborating on a joint project proposal titled 'Strengthening information and communications technology capacities for disaster risk reduction and development: addressing information, knowledge and policy gaps in Asia'. The concept note for the proposal was approved by the United Nations Secretariat for funding through the 8th tranche of the Development Account. A full project document has now been developed by APCICT and IDD and is under consideration.

(b)   IDD experts have contributed to content reviews for draft training modules developed by APCICT. IDD's Regional Adviser on Disaster Risk Reduction participated as a supporting resource person in one of APCICT's TOT workshops in 2011 while inputs from IDD are also being sought in content development of a new Academy programme training module on Social Media for Development.

(c)   APCICT contributed to a section on ICTD capacity building for the Asia Pacific Disaster Report 2012. IDD has coordinated ESCAP's inputs for development of this report which is a joint publication of ESCAP and the United Nations Office for Disaster Risk Reduction (UNISDR).

(d)   APCICT has been supporting ESCAP's 'Asia-Pacific Gateway for Disaster Risk Reduction and Development' which is managed by IDD. APCICT has promoted the portal on e-Collaborative Hub,[1] the Centre's online knowledge sharing platform, as well as at APCICT's capacity building events.

(e)   ESCAP's Environment and Development Division (EDD) has compiled a large number of case studies as part of its roadmap on low carbon Green Growth for the Asia-Pacific region. APCICT is exploring the opportunity to utilize some of these case studies during re-structuring of training Module 10 of the Academy programme titled 'ICT, Climate Change and Green Growth'.

14.   APCICT has also partnered with ESCAP's Sub-regional Offices for its programmes. In June, 2012, APCICT and the Sub-regional Office for North and Central Asia (SONCA) jointly organized a Sub-regional Workshop in Kazakhstan on use of ICT for addressing disaster risk management and climate change.

III.   Financial status

15.   In accordance with its Statute, APCICT's operations are funded by voluntary contributions from the member and associate member States of ESCAP. In addition, the Centre also receives voluntary contributions for technical cooperation projects.

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[1]   www.unapcict.org/ecohub.

16.   Based on the provisions of the first Administrative and Financial Agreement signed with ESCAP in January 2006, the Government of the Republic of Korea provided annual funding of $1.5 million to APCICT (total $7.5 million) to cover its institutional and operational costs for the first 5 years (2006-2011). The Government also provided office space for APCICT estimated at approx. USD 300,000 per annum free of rent.

17.   As per the second Administrative and Financial Arrangement for APCICT signed in September, 2011 between ESCAP, the Korea Communications Commission (KCC) and the Incheon Metropolitan City (IMC), KCC and IMC committed to providing approx. $1.92 million in 2011 and approximately $1.72 million or more annually over the period 2012 to 2015 for the institutional and operational costs of the Centre. Further, IMC agreed to make available office space for the Centre estimated at approx. USD 300,000 per annum free of rent. The signed Arrangement has provision for its automatic extension for successive five year periods after 2015 unless terminated by the parties.

18.   Apart from supporting the institutional and operational costs of APCICT, the Government of the Republic of Korea has also been contributing to APCICT's technical cooperation projects through the Korea-ESCAP Cooperation Fund (KECF). It has contributed a total amount of $900,000 so far for the following projects:

        (a)   "Provision of ICT human capacity-building training programmes through the APCICT Virtual Academy" ($200,000): Implementation of the project started in June 2008 and was completed in December, 2010;

        (b)   "Development of a new training module on climate change and ICT for the Academy of ICT Essentials for Government Leaders" ($200,000): This project commenced in 2009 and was completed in December, 2011;

        (c)   "Strengthening ICT for Development Education in Institutions of Higher Learning" ($200,000): This project commenced in 2010 and is scheduled to be completed in December, 2012.

        (d)   "Enhanced capacity on the use of ICTs for addressing disaster risk management, climate change and Green Growth in Asia and the Pacific" ($300,000): This is a 2-year activity which commenced in September, 2011.

19.   In July 2012, the Ministry of Foreign Affairs and Trade of the Republic of Korea contributed $434,780 to APCICT via the Korea International Cooperation Agency (KOICA). This amount represented the initial contribution for a 2-year activity titled 'Strengthened capacity of ESCAP members and associate members to apply ICT for socio-economic development programmes and policies'. A second contribution of $1 million would be considered by the donor in 2013.

20.   In addition to financial contributions, the Government of the Republic of Korea has provided in-kind contribution to support APCICT's programmes. Based on a Letter of Exchange signed between ESCAP and the Ministry of Strategy and Finance in July, 2011, the Ministry provided approx. $150,000 in kind through the Korea Development Strategy (a development organization) for development of a joint publication titled the 'Knowledge Sharing Series' (formerly referred to as the 'ICTD How To Do Series'). The

Korea Internet Security Agency (KISA) has also provided in kind support to APCICT.

21.   APCICT has been receiving voluntary contributions annually from many other countries and areas, as enumerated below:

        (a)   Government of Macao, China: $5,000 contributed annually in 2007, 2008, 2009, 2010, 2011 and 2012;

        (b)   Government of Papua New Guinea: $20,000 contributed in 2008 and the same amount contributed in 2009;

        (c)   Government of India: $10,000 contributed annually in 2009, 2010 and 2011; $20,000 contributed in 2012;

        (d)   Government of Bangladesh: $5,000 contributed in 2010 and the same amount pledged in 2012;

        (e)   Government of Pakistan: $7,500 pledged in 2010;

        (f)   Government of Mongolia: $2,000 pledged in 2012.

22.   Apart from the above-noted voluntary contributions, APCICT's partners in various member States have made significant in kind contributions to APCICT's programmes. These have mostly been in support of APCICT's 2 main initiatives, namely the Academy programme and the 'Primer Series on ICTD for Youth' or 'Primer Series' (a part of the 'Turning Today's Youth into Tomorrow's Leaders' programme). These in kind contributions have played a key role in rapid expansion of both the programmes and promoting their sustainability. For example, Indonesia supported the Academy programme implementation in the country through an in kind contribution of 850 million rupiah (approximately $90,000) in 2009. It also announced in kind contributions equivalent to $230,000 in 2010, $350,000 in 2011 and $230,000 in 2012. The in-kind contributions represent various types of support such as:

        (a)   Material, logistical and human resource support for organization of national or subregional level training or workshops utilizing Academy modules or the Primer Series;

        (b)   Support for localization or translation of the Academy modules or Primer Series issues, including human resources, printing, and mailing to recipients;

        (c)   Technical and human resource support for localization of the APCICT Virtual Academy, the online, distance learning version of the Academy;

        (d)   Translation and dissemination of APCICT research publications, such as the APCICT Briefing Note Series and the Knowledge Sharing Series.

23.   Many international and sub-regional organizations including development banks have extended support to APCICT's local partners for implementation of the Centre's ICTD capacity building programmes. Academy programme partners have received funding from the World Bank in Mongolia, the European Union in the Pacific islands, and the United Nations

Development Programme in Kyrgyzstan and Uzbekistan for implementing the Academy or extending its reach to new areas. The Asian Development Bank also collaborated with APCICT on a joint technical assistance project which supported the Academy programme's activities in Mongolia, the Philippines and Viet Nam. In 2011, the Central Asian Research and Education Network and the European Union funded an Academy sub-regional Training of Trainers workshop for the Central Asian sub-region.

24.   APCICT regularly submits reports on the progress of its projects and activities including financial reports to its donors via the relevant divisions of ESCAP. The annex provides a summary of the financial accounts of APCICT. The Centre also contributes to the report on Sub-programme 5 Overview to the Commission at its annual sessions, while a detailed report on the activities of the Centre is submitted to ESCAP's Committee on ICT which is convened once every 2 years.

IV.   Outreach and promotion activities

25.   APCICT utilizes a variety of communication and outreach tools to engage its stakeholders, raise awareness about ICTD and promote the Centre's human resource and institutional capacity building activities throughout the Asia-Pacific region and beyond. Some main elements of APCICT's outreach efforts are as follows:

(a)   *Media engagement:* For engaging the media, APCICT has focussed on developing sustainable media contacts and communication channels, and leveraging potential media opportunities. The Centre has been issuing press releases to coincide with key events, participating in press conferences and interviews, and issuing 'Op-eds' related to ICTD capacity building in newspapers. So far, 196 news features on APCICT have been issued in both print and electronic media.

(b)   *Online outreach mechanisms:* APCICT's website, [2] now available in Korean language as well, has been an important medium for external outreach along with the Centre's social networking site presence, and has received over 160,000 unique visitors from 219 countries and territories so far. The e-Collaborative Hub which represents a repository of a wide range of ICTD resources and also offers a platform for knowledge sharing amongst stakeholders in the region is another online outreach mechanism. It provides access to over 600 knowledge resources and has received more than 63,000 unique visitors till date.