

**Information and Communication Technology for Development (ICT4DEV)
Working Group**

Terms of Reference

Description

Information and communication technology for development, is a general term referring to the application of Information and Communication Technology (ICT) within the fields of socioeconomic development, international development and human rights. The basic hypothesis behind the approach is that more and better information and communication furthers the development of a society (be this to improve income, education, health, security, or any other aspect of human development). In our times, the most tangible and effective way to improve information and communication flows in a society consists in fostering ICT, ergo ICT4D.

Source:

http://en.wikipedia.org/wiki/Information_and_communication_technologies_for_development

The **ICT4DEV working group**, re-initiated in September 2012, is one of several working groups under the umbrella of the VUFO-NGO Resource Centre. The group was initiated by international NGO members of the Resource Centre. Participation is open to INGOs, Vietnamese counterpart agencies, international organizations, and also public and private sector organizations operating in the field of ICT for development.

Participants in the Working Group seek collaboration on various aspects of ICT in various fields of development in Vietnam. They approach the field in a variety of ways, including scientific research, capacity development and advocacy. They have a common interest in sharing information and experience to better understand the possibilities of ICT for development and to improve collaboration.

Objectives

- To share information on and experience with ICT for development in Vietnam;
- To enhance participants' understanding of various aspects of ICT for development in a variety of development fields;
- To enhance collaboration on various aspects of ICT for development in a variety of development fields (in sub working groups).

Functions

- Hold quarterly meetings in Hanoi, with presentations from Vietnamese and international experts;
- Maintain a contact list and matrix of projects and activities;
- Circulate information about relevant events in Vietnam and around the world;
- Encourage cross-sectoral exchange and cooperation among scientists, policy analysts, media, support groups, associations, public and private sector organizations and others.

Coordination

Since its re-initiation in mid September 2012, the Flemish Association for Development Cooperation and Technical Assistance (VVOB) in Vietnam served as facilitator to the Working Group.

The Working Group is chaired by Mr. Jef Peeraer Programme Adviser VVOB Vietnam since September, 2012.

The Working Group chair maintains close liaison with the Resource Centre to share information on meetings and other activities.

Roles and responsibilities of ICT4DEV WG participants

1. help formulate and deliver the goals, objectives and work plans of the Working Group;
2. participate in planning and implementation of Working Group activities;
3. propose and participate in meetings, joint events and activities according to their interest;
4. respond to requests for inputs and information from the Working Group chair and Core Group;
5. communicate information, needs, actions and interests to the Working Group and Core Group;

A **Core Group** will be composed of sub-group leaders plus additional members as agreed by the main Working Group. The Core Group will coordinate activities of the Working Group, including:

1. Setting the direction of the Working Group, planning direction, themes, strategies and work plans;
2. Calling meetings, selecting discussion topics and setting agendas;
3. Proposing presentations, events and speakers for the Working Group;
4. Ensuring coordination, communication and networking within Working Group members, maintaining momentum and encouraging active involvement from members and sectoral organisations;
5. Periodic monitoring and revision of the TOR.

The role of **Working Group Chair** will be assigned to one or shared between two organizations.

The Chair will:

1. follow up on the obligations that the Core Group and Working Group have set for themselves;
2. plan and convene meetings, develop an agenda in advance, ensure timely minutes taking and share minutes with members and others;
3. ensure that follow-up actions are agreed upon by the Working Group.
4. To attend the Working Group coordination meeting hosted by NGORC and provide input for INGO statement if required.

The chair will be elected on a rotation basis for 12 months.

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