Project Title:	Support for Harmonization of the ICT Policies in the Caribbean
Estimated Start Date:	April 2012
Estimated End Date:	March 2016
Government Coop. Agencies:	Ministries of Communications, Regulatory Bodies, Regional Organizations
Implementing Agency:	International Telecommunication Union (ITU)
Beneficiary Countries:	Caribbean countries among the ACP Group of States
ITU Project Manager:	Area Office, Barbados

SUMMARY OF CONTRIBUTIONS

A) Project Budget

Description	**EUR***
Staff Costs	1,900,000
Missions	458,500
Training	300,000
External Services	160,000
Equipment and Supplies	29,000
Communication Services	17,500
Bank Charges and Exchange Losses	30,000
Miscellaneous and Other Costs	213,350
Total:	3,108,350

*** EUR** 3,108,350 (in-cash) equivalent **USD 4,074,000**

Brief Description:

The **"Support for Harmonization of the ICT Policies in the Caribbean" (HIPCAR II)** project aims at building on the platform and dynamism created in the region by the ITU-EC "Enhancing the competitiveness in the Caribbean through the harmonization of ICT Policies, Legislation and Regulatory Procedures" (HIPCAR) project. It will support further regional organizations/institutions and respective countries of the Caribbean among the ACP Group of States to develop and promote use of harmonized ICT policies and regulatory guidelines for the Information and Communication Technology (ICT) market in the region as well as building human and institutional capacity in the field of ICTs through a range of knowledge transfer measures.

HIPCAR II will address new ICT policy and regulatory challenges facing the beneficiary countries – reflecting the continuous changes in the ICT sector - with the goal of strengthening and expanding enabling ICT environment encouraging investments in ICT infrastructure, applications and services to serve national priorities for socio-economic development in line with the objectives of the World Telecommunication Development Conference ((WTDC) Hyderabad, 2010), the World Summit on the Information Society (WSIS) and the Millennium Development Goals (MDGs).

In close collaboration with the regional organizations/institutions and respective countries, this project will (a) prepare regional Guidelines for harmonized ICT policies, legislation and regulatory framework, (b) provide direct assistance to requesting countries in the transposition, at national level, of these Guidelines as well as those prepared under the HIPCAR project (for requesting countries having not completed the process) and (c) provide related human and institutional capacity building.

The proposed project will bring together governments, regulators, service providers, civil society, private sector, regional and international organizations/institutions involved in ICTs in the region.

For the	**Signature**	**Date**	**Name/Title**
ITU:	_____	___/___/_____	
Partner(s):	_____	___/___/_____	
	_____	___/___/_____	

1. BACKGROUND AND CONTEXT

Leaders worldwide increasingly acknowledge that Information and Communication Technologies (ICTs) offer significant opportunities for socio-economic development. The World Summit on the Information Society (WSIS) recognized that "*governments should take action in the framework of national policies, in order to support an enabling and competitive environment for the necessary investment in the ICT infrastructure and for the development of new services…*".

In order to properly deal with the fast changing ICT environment and in particular the new regulatory issues brought by convergence, Caribbean Governments and Regulatory Authorities recognized the need of establishing a common ICT market.

To respond to requests from the Caribbean Organizations (i.e. CARICOM, CTU, CANTO and OOCUR) and the Caribbean countries asking for cooperation to harmonize ICT policies, legislative and regulatory framework throughout the region in the framework of the Caribbean Single Market and Economy (CSME), the International Telecommunication Union (ITU) and the European Commission (EC) partnered in December 2007 for implementation of the "Enhancing competitiveness in the Caribbean through the harmonization of ICT policies, legislation and regulatory procedures" (HIPCAR) project [1]. This project, which implementation period is planned until end of 2011, aims to support the regional organizations and respective countries of the Caribbean in developing and promoting use of harmonized ICT policies and regulatory framework in relation to ICT markets in the region on selected topics/priorities[2] and to provide human and institutional capacity building in the field of ICTs with the goal of creating an environment conducive to massive investments in ICT infrastructure and ICT-enabled applications which the countries will adopt for day-to-day use in their economic and social activities.

1.1 Justification

Changes brought by the advent of high-speed telecommunication networks, convergence and instant global access to knowledge are revolutionizing the 21st Century. New applications and services are creating new consumers behaviors, stakeholders' business practices and expectations that may require innovative and targeted telecommunication/ICT policies and regulation. In this context, regulators and policy-makers are facing the challenging task of ensuring widespread affordable access to telecommunication/ICT through fair, transparent, stable, predictable and non-discriminatory environment that promote competition, foster continued technological and service innovation and encourage investment incentives for all market stakeholders.

HIPCAR II will address new ICT policy and regulatory challenges facing the beneficiary countries – reflecting the continuous changes in the ICT Sector - with the goal of strengthening and expanding a regional regulatory framework to promote the development of ICT infrastructure, applications and services to serve national priorities for socio-economic development in line with the objectives of the World Telecommunication Development Conference (WTDC-10), the WSIS and the Millennium Development Goals (MDGs).

This project, which aims at building on the platform and dynamism created by the HIPCAR project in the region, would contribute to the CARICOM Single Market and Economy (CSME) and to the Draft Regional ICT for Development Strategy (Draft Regional Digital Development Strategy).

---

[1] Sub-project of the ITU-EC Action "Support for the establishment of Harmonized Policies for the ICT Market in the ACP".

[2] The following topics/priorities have been selected by the stakeholders: ICT Legislative and Regulatory Framework: e-Transaction, e-Evidence/Access to Public Information /Privacy & Data Protection /Cybercrimes /Interception of communications; and Review of the Telecommunications Acts: Universal Service/Access /Licensing /Interconnection and Cost Modelling

1.2 Project Description

HIPCAR II, which will focus on all Caribbean countries among the ACP Group of States, will actively support the regional organizations (eg. CARICOM, CTU, ECTEL, OOCUR) and respective countries toward strengthening and expanding a common ICT enabling environment leveraging on potential synergies and stronger collaboration across countries in the region and encouraging investments in the ICT infrastructure, applications and services for countries socio-economic development.

This project will assist the regional organizations and respective countries to develop and promote harmonized policies and guidelines for the ICT market on new common priority areas/topics identified and selected by the beneficiaries (reflecting pressing ICT issues of their concern) and to build human and institutional capacity on these priority areas/topics that might include inter alia:

- Broadband policies and strategies including best practices;
- Consumers/rights protection;
- Environmental protection (e-waste);
- Cost Modelling and Financial Auditing;
- Measuring the information society;
- Regulatory framework for mobile applications;
- Cybersecurity;
- ICT Applications including e-education, e-government and e-health;
- Disaster relief (emergency communications) and climate change;
- Transition from PSTN to IP interconnection;
- Data traffic management (net-neutrality);
- Monitoring and evaluation of regional guidelines implementation;
- Open access to international gateways;
- Roaming; and
- Infrastructure sharing.

This list will be reviewed and confirmed or modified by the beneficiaries during a multi-stakeholder (kick-off) meeting to be held at the start of the project.

Based on the experience of the HIPCAR project, HIPCAR II will follow a step-by-step approach for each of the selected priority areas/topics: a) an assessment of the current national situation in each county b) followed by the identification of the regional best practices and c) a comparison with the international best practices d) in order to discuss and document the pros and cons of each model. The outputs of the identified best practices will lead to e) the development of draft Recommendations and Guidelines which will be f) validated by countries in face to face validation workshops. These validated Guidelines will then be g) transferred to regional organizations for their endorsement at statutory meetings by the highest governing bodies to give them the appropriate status. In parallel h) direct assistance will be provided to requesting countries to assist them in the incorporation of these Guidelines into their national policy and legislation.

Due to the high degree of heterogeneity among Caribbean countries in terms of national transposition of the Guidelines on the harmonization of policies and regulatory framework for the ICT Sector developed under the HIPCAR project, it will be proposed by HIPCAR II to provide direct assistance to requesting countries having not completed the process of national transposition of the Guidelines developed under HIPCAR.

HIPCAR II pleads for a demand-driven bottom-up approach. Special consideration will be given to a methodology which will facilitate ownership of the proposed project by the beneficiaries. Involvement and participation from the beneficiaries will be an important aspect of the project. Therefore, deliverables and activities will be the result of a negotiated process involving the beneficiary countries and the regional organizations/institutions.

In order to increase efficiency and impact of the project, to avoid/minimize duplication or overlapping and exploit synergies and complementarities, the project will ensure incorporation of past or current regional initiatives/projects (from ITU, EU as well as from other international/regional organizations, etc.) and encourage cooperation with and participation of all concerned organizations/institutions as well as other stakeholders in the region who can provide inputs to the project.

2. PROJECT OBJECTIVES

The objective of HIPCAR II is to further support the regional organizations and respective countries in the Caribbean to develop and promote use of harmonized ICT policies and regulatory guidelines by addressing new ICT policy and regulatory challenges encountered – reflecting the continuous changes in the ICT Sector - with the over-arching objective of strengthening and expanding enabling telecommunication/ICT environment encouraging investments in ICT infrastructure, applications and services to serve the national priorities for socio-economic development in line with the objectives of the WTDC, WSIS and MDGs.

3. EXPECTED OUTPUTS

The following outputs are envisaged:

- Draft ICT policy, legislation and regulatory guidelines on pressing/sensitive ICT regulatory issues (selected ICT priority areas/topics) developed;
- Training on the selected ICT priority areas/topics delivered;
- Competences/expertise in the selected ICT priority areas/topics developed in the beneficiary countries and regional organizations/institutions;
- ICT policy and regulatory guidelines prepared under both the HIPCAR and the HIPCAR II projects transposed into requesting countries' national laws, based on countries' specific requests;
- Motivated and trained focal points in the beneficiary countries and regional organizations; and
- National professionals trained on sensitive ICT regulatory and market creation issues.

4. INDICATORS

- Number of new ICT policy and regulatory guidelines developed, validated and adopted;
- Number of countries having initiated the transposition process of the guidelines at national level;
- Number of countries having completed the transposition process of the guidelines at national level;
- Priority areas/topics addressed for the national transposition;
- Number of training courses delivered;
- Number of professionals/experts from the region having contributed to the development, validation and adoption of the regional guidelines and their implementation at national level;
- Number of focal points trained per ICT priority area/topic; and
- Number of professionals trained.

5. MAIN ACTIVITIES

The following main activities will be carried out:

5.1 Launch of HIPCAR II

HIPCAR II will be officially launched at a multi-stakeholder (kick-off) meeting conveying all project beneficiaries. At this occasion, commitment of the regional organizations and beneficiary countries will be

confirmed and their participation as well as other institutions formalized. This meeting will recall the project's objectives and solicit views from all segment of the society. The list of priority areas/topics indicated under Section 1.2 "Project description" will be reviewed and confirmed or modified. Workplan, implementation governance, consultative mechanism and methodology will be discussed and jointly agreed upon.

5.2 Development and Validation of Policies and Guidelines

STEP 1: The first step activities will be mainly dedicated to the definition of concept of harmonization, the scope of harmonization and associated objectives.

STEP 2: Policies, legislation, regulatory process and procedures differ among beneficiary countries. Therefore, information gathering and assessment of the existing situation in each country with regard to the ICT priority areas/topics selected by the stakeholders' meeting will be carried out. Material produced on the selected ICT priority areas/topics by ITU and by other organizations will be collected as well as similar policies and guidelines developed by ITU in other regions.

STEP 3: The third step activities will centre on analysis of the data to determine areas of commonalities and differences. It will include identification of regional best practices and comparison with the international best practices. Roadmap with time frames for regional harmonization will be developed identifying (i) the areas which could be addressed immediately, (ii) the areas which could be harmonized with some modification of national processes and (iii) the areas for future harmonization which would require significant preparatory work.

STEP 4: From this situation analysis, draft Recommendations and Guidelines on the selected ICT priority areas/topics, facilitating the harmonization process, will be prepared by the project team through a consultative process with the regional and national focal points as well as with other regional stakeholders. The draft Guidelines will be validated by the beneficiary countries during face-to-face validation workshops.

5.3 Adoption/Endorsement of Guidelines

This phase seeks to transfer the validated Guidelines produced under 5.2 to Statutory meetings of the regional organizations for their adoption/endorsement by the highest governing bodies to give to those Guidelines the appropriate legal status.

5.4 National Transposition/Implementation

Once the Guidelines are validated, the project anticipates that direct assistance would be needed by the beneficiary countries to assist them in the transposition of the Guidelines at national level.

Due to the fact that Caribbean countries are progressing at different pace with regard to the national transposition of the Guidelines developed under HIPCAR (some countries have started the process (on-going), some have already completed it while others have not started, HIPCAR II will propose direct assistance to requesting countries which have not completed this process.

Confirmation and adaptation of the type of intervention needed will depend on the specific situation of each of the countries concerned.

5.5 Capacity Building

Capacity building is critical to the successful implementation of the project. In general terms, HIPCAR II will pay specific attention to link the substance of policy and regulation to capacity building and focuses on three related aspects of ICT policy and capacity building: (i) advocacy, (ii) training and (iii) technical assistance (transposition/implementation). Comprehensive training will be developed and delivered to

national experts in order to equip tem with the necessary tools and skills for long-term sustainability and succession in the project.

6. INPUTS

ITU: The ITU will be the executing agency and will engage and manage staff resources, funded by the project, for overall project supervision and coordination. Furthermore, ITU will provide information on the current practices concerning policies and regulatory issues, access to ITU existing materials, including training courses and relevant publications. ITU will exercise all reasonable skill, care and diligence to ensure the success of the project.

Proposed partner: The proposed partner will provide funding support for the implementation of the project.

Beneficiaries: The beneficiary countries and regional organizations of the Caribbean will provide qualified and dedicated focal points that will play a key role both for ownership of the project and for effective transfer of the know-how. These focal points will be participating as far as possible in the formulation process, validation and statutory meetings and adapting the project deliverables to the national context of the concerned countries. Commitment and participation from each beneficiary country as well as from the regional organizations will be an important aspect of the project. The beneficiaries are also expected to provide information/data necessary to carry out project activities, access to all relevant documents, secured premises to host the project team meetings, workshops and training activities, logistics arrangements and support as well as any other assistance relevant to the project that may be required by the project staff.

7. RISKS

The main advantage of this project, namely the fact that it addresses several countries at a time, can be viewed as a risk factor. The decision process with a large number of countries can be slow and the degree of accountability and interest may be low compared to a single country case. This risk is reduced by closely linking the project to established regional organizations (i.e. CARICOM, CTU) that are mandated at the highest political level for achieving economic integration of their respective countries and by benefiting from the platform and dynamism created in the region by the HIPCAR project.

In-country activities may suffer delays due to unforeseen local events and circumstances. This risk will be minimized as the local staff and ITU Area Office of Barbados will be closely involved in the implementation of this project.

8. MANAGEMENT

The role and responsibilities of the different stakeholders are to be clearly defined.

In order to facilitate project implementation, a project team funded by the project, will be constituted by the ITU. This project team will work in close collaboration with the personnel of the ITU area Office of Barbados as well as of Headquarters and will be assisted by subject matter experts. The project team will perform the project activities in close relationship with the regional organizations/institutions and beneficiary countries' focal points.

9. MONITORING AND EVALUATION

Periodic progress reports will be prepared by the project staff. These reports will consist of a narrative part and a financial part and will provide a summary of the project progress, the challenges as well as any necessary amendments that may be required for successful project implementation. At the end of the project, a final evaluation will be undertaken to assess project success. A final report will be prepared by the project staff and submitted to the Project partner.

10. SUSTAINABILITY

HIPCAR was seen as in initial phase of a program that would require a few years to be fully implemented. HIPCAR II constitutes a new component to this program building on the platform and dynamism created in the region by HIPCAR. The project will be conducted so as to ensure that, after its closure, the beneficiary countries and regional organizations have the capacity to sustain the project on their own. Emphasis will be put on beneficiary ownership as it remains a key element to sustainability. However, the regional organizations/institutions and beneficiary countries of the Caribbean region will have to allocate appropriate human and financial resources to ensure sustainability.

11. WORK PLAN

Activities	**2012**		**2013**			**2014**			**2015**			**2016**
	Q2 Q3	**Q4**	**Q1**	**Q2 Q3**	**Q4**	**Q1**	**Q2 Q3**	**Q4**	**Q1**	**Q2 Q3**	**Q4**	**Q1**
1. Project preparation												
2. Multi-stakeholders meeting (kick-off)												
3. Selection of regional and national												
4. Assessment												
5. Development of regional model												
6. Transposition at national level												
7. Transposition at national level of the Guidelines prepared under HIPCAR												
8. Final report and project closure												

12. BUDGET

SPONSOR CLASSES	DESCRIPTION	TOTAL
		EUR*
	STAFF COSTS	
3001	Permanent Staff – Base salaries	1.050.000
3004	External services – Consulting	850.000
	Sub-total:	**1.900.000**
	MISSIONS EXPENSES	
3111	Mission expenses DSA staff	20.000
3112	Mission expenses transportation staff	20.000
3113	Other mission expenses staff	3.500
3131	Fellowship mission expenses - DSA	180.000
3132	Fellowship mission expenses - transportation	145.000
3133	Fellowship - other mission expenses	15.000
3141	External services consulting DSA	18.000
3142	External services consulting - transportation	50.000
3143	External services consulting - miscellaneous	7.000
	Sub-total:	**458.500**
	TRAINING	
3201	Fellowship training	300.000
	Sub-total:	**300.000**
	EXTERNAL SERVICES	
3310	Sub-contracts ITU-D	50.000
3330	Rental – Office space	25.000
3334	Rental – Conference rooms	80.000
3340	Maintenance – Cleaning of premises	5.000
	Sub-total:	**160.000**
	PURCHASE OF EQUIPMENT AND SUPPLIES	
3410	Office supplies	7.500
3430	Purchase IT equipment	10.000
3440	Purchase office furniture	7.500
3450	Purchase computer software	4.000
	Sub-total:	**29.000**
	COMMUNICATIONS SERVICES	
3510	Postage and expedition charges	5.000
3520	Telecommunication services – fixed phone	5.000
3521	Telecommunication services – mobile phone	7.500
	Sub-total:	**17.500**
	BANK CHARGES AND EXCHANGE LOSSES	
3610	UNDP service charges	25.000
3620	Bank charges	5.000
	Sub-total:	**30.000**
	OTHER CHARGES	
3710	Miscellaneous and other charges	213.350
	TOTAL BUDGET*	**3.108.350**

*** EUR** 3,108,350 (in-cash) equivalent to **USD 4,074,000**