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Page 1/6

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To : HIPCAR Project Country Focal Points, Members
of its Working Group 1, and
Members of the Steering Committee

For your reply:

Contact: Ms. Kerstin Ludwig
HIPCAR Project Coordinator
c/o CTU, Port of Spain, Trinidad and Tobago

E-mail: kerstin.ludwig@itu.int

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Subject: Invitation to the First Consultation Workshop for Working Group 1 of the HIPCAR Project¹, St. Lucia, 8-12 March 2010

Dear Sir/Madam,

The International Telecommunication Union (ITU), in collaboration with the Caribbean Telecommunications Union (CTU) and with the support of the Government of St. Lucia, is pleased to invite you to participate in the Project's **First Consultation Workshop** on "Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation & Regulatory Procedures" **relating to Information Society issues**. The Workshop will cover the following work areas:

- E-Commerce (Transactions)
- E-Commerce (Evidence)
- Access to Public Information (Freedom of Information)
- Cybercrimes / E-Crimes
- Privacy & Data Protection
- Interception of Communications

The Workshop will be held in St. Lucia from 8-12 March 2010.

The HIPCAR Project workplan foresees the following initial set of region-wide deliverables, to be later followed by implementation assistance at the country level:

¹ The full title of the HIPCAR Project - funded by the European Commission and ITU, in collaboration with CTU - is "Enhancing Competitiveness in the Caribbean through the Harmonization of ICT Policies, Legislation and Regulatory Procedures". HIPCAR is part of a global ITU/EC project encompassing Africa, the Caribbean and the Pacific Islands (ACP) supported and funded by the European Union (see http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipcar/index.html).

- (i) ICT policy recommendations suitable to the Caribbean region,
- (ii) Model ICT legislation supporting these policies, to serve as a guide for countries in the region wishing to update and modernise their own legislation, and
- (iii) Implementation guidelines for transposing the model legislation into local laws and regulations.

ICT policy recommendations relating to Information Society issues will be discussed at the abovementioned First Consultation Workshop; the proposed model legislation and implementation guidelines will be reviewed at a later Second Consultation Workshop.

These two consultation workshops will be followed by a Validation Workshop for senior government officials aimed at finalising the proposals for further consideration by the countries of the region.

Since subjects to be discussed in the above mentioned workshop include e-applications and ICT legislation, you are kindly requested to coordinate with concerned institutions within your respective country to designate qualified experts to participate in the forthcoming workshop.

We sincerely hope that you will be able to participate in this important Workshop, which will be crucial to the success of the Project.



Yours sincerely,

[Original signed]

Sami Al Basheer Al Morshid
Director

Annexes: - Preliminary Agenda
 - Fellowship Request Form
 - General Information

Annex I

	<p style="text-align: center;">First Consultation Workshop for Working Group 1 of the HIPCAR Project <i>dealing with Information Society Issues</i> St. Lucia, 8-12 March 2010</p>	
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Preliminary Agenda

- 1) Introduction to the Workshop programme & overview of the HIPCAR Project status
- 2) Presentation of trends and international best practices relating to Information Society issues, including other country experiences (outside of the HIPCAR beneficiary countries) in modernising their relevant ICT policies and legislation.
- 3) Organisation of sub-groups for discussions on the following Information Society work areas:
 - E-Commerce (Transactions)
 - E-Commerce (Evidence)
 - Access to Public Information (Freedom of Information)
 - Cybercrimes / E-Crimes
 - Privacy & Data Protection
 - Interception of Communications
- 4) Review of the Assessment Reports on existing legislation texts in the Caribbean relating to the above work areas, including: presentation of the draft reports prepared, organisation of discussions (in sub-groups), incorporation of comments into the documents, and adoption of the final Assessment Reports for presentation to the HIPCAR Steering Committee
- 5) Review of the recommended Policy Guidelines relating to the above work areas, including: discussion on objectives, presentation of the draft policy guidelines prepared by the HIPCAR project experts, organisation of discussions (in sub-groups), drafting and incorporation of comments into the documents, and adoption of the final Policy Guidelines for presentation to the HIPCAR Steering Committee
- 6) Conclusions
- 7) Any other business

The full agenda with a short description of the content of each session will be sent to participants before the event.

Annex II



**First Consultation Workshop of Working Group 1
of the HIPCAR Project
St. Lucia, 8-12 March 2010**



Please return to:

Planning, Budget and
Administration (PBA)
ITU/BDT
Geneva (Switzerland)

E-mail : bdtfellowships@itu.int

Tel: +41 22 730 5095

Fax: +41 22 730 5778



Request for a fellowship to be submitted before 19 February 2010

Participation of women is encouraged

Country	_____		
Name of the Administration or Organization	_____		
Mr. / Ms.	_____	_____	_____
	(family name)		(given name)
Title	_____		
Address	_____		

Tel	_____	Mobile tel	_____
Fax	_____		
e-mail	_____		
PASSPORT INFORMATION :			
Date of birth	_____		
Nationality	_____	Passport number	_____
Date of issue	_____	In (place)	_____
		Valid until (date)	_____
BENEFITS & CONDITIONS			
1. Maximum 3 fellowships per eligible country – priority to designated Country Focal Points, Working Group 1 members and participants from government bodies responsible for the country's legal affairs. Also relevant regional bodies.			
2. Fellowship provides for one return ECO class airticket by the most direct/economical route plus a daily allowance to cover accommodation, meals and incidental expenses: lunches provided separately.			
3. Fellow must be present during the whole event from first day to last day of the workshop.			
4. Candidate must have pre-registered online.			
Signature of fellowship candidate	_____	Date	_____
TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.			
Signature:	_____	Date:	_____

Annex III

	<p style="text-align: center;">First Consultation Workshop for Working Group 1 of the HIPCAR Project <i>dealing with Information Society Issues</i> St. Lucia, 8-12 March 2010</p>	
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General Information

Objectives of the Workshop

The objectives of the Workshop are to:

1. Review, discuss and contribute to finalizing the following documents prepared by a HIPCAR team of regional and international experts:
 - a. Assessment Report on current legislation in the Caribbean in the above work areas, and
 - b. Proposed Policy Guidelines in these areas, upon which Model Legislation for the region is later to be drafted under the project.
2. Allow participants at the workshop to better understand the issues and options relating to ICT policy development in the region, and to share this understanding with colleagues in their home countries.

Participants

The Workshop is addressed to relevant government bodies, regulators, service providers, civil society, private sector, and regional organizations concerned with Information Society issues from the following HIPCAR beneficiary countries: Antigua and Barbuda, The Bahamas, Barbados, Belize, The Commonwealth of Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

Participants at the meeting will include designated HIPCAR Country Focal Points, Members of HIPCAR's Working Group 1, HIPCAR Steering Committee members and persons from government bodies responsible for drafting country legislation relating to Information Society issues – specifically in the work areas listed above. Other interested persons may also participate as active observers.

Prior to the meeting, participants will receive the documents to be discussed at the Workshop, specifically the abovementioned Draft Assessment Reports and draft Policy Guidelines. They will be expected to carefully study these documents and to come well-prepared for the Workshop deliberations. Written questions, comments and suggestions on these documents are most welcome prior to the event, to allow the project team to better prepare its presentations and responses to the issues raised at the Workshop.

Active participation during the Workshop will be essential to promoting issue-based discussions and achieving the concrete outcomes needed to guide the project implementation.

Pre-Registration and Fellowships

Online pre-registration is required for all participants. The pre-registration form can be located at the following website:

http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?_eventid=4000052.

The deadline for online pre-registration is Sunday, 28th February 2010.

A maximum of three fellowships will be made available by ITU to government-designated participants from each of the abovementioned HIPCAR beneficiary countries, with preference given to the already designated HIPCAR Country Focal Points and Working Group 1 members. A third country fellowship may be awarded – subject to budget availability – in cases where the participant comes duly authorized from a government body responsible for drafting country legislation, and is directly concerned with Information Society issues. Selected fellowships will also be made available to relevant regional organizations.

Participants receiving ITU fellowships will be provided with a return economy class ticket by the most direct/economical route to St. Lucia from their home countries, as well as a Daily Subsistence Allowance (DSA) per night spent in St. Lucia.

To apply for a fellowship, please print, complete and sign the Fellowship Request form attached to this letter. The Fellowship Request form must then be signed and stamped by the relevant approving officer of your administration. It must then be scanned and sent as an email attachment to the corresponding ITU Fellowships Service (bdtfellowships@itu.int, tel: +41 22 730 5095) with copy to the HIPCAR Project Coordinator in Port of Spain, Trinidad and Tobago (kerstin.ludwig@itu.int, tel: +1 868 627 0281).

The deadline for applying for fellowships is Friday, 19th February 2010. Requests received after this deadline will be considered only on an "as possible" basis.

Candidates applying for fellowships must have previously completed the pre-registration process described above.

Documents

The preliminary agenda is attached. In the spirit of efficiency and economy, the event will rely on Web transmission of documents. Nevertheless, printed copies will be provided to participants at the Workshop itself. The Workshop documents and other relevant information – including practical and administrative information for participants at the Workshop – will be emailed to all participants.

Workshop venue

The venue for the workshop will be the *Bay Gardens Beach Resort*, Rodney Bay, Gros Islet, Saint Lucia, Tel: (758) 457-8500, Fax: (758) 457-8400, URL: <http://www.baygardensbeachresort.com/>.

Participants may stay at the accommodation of their choice. However, in order to facilitate participants' access to the Workshop, the event hotel venue will also be the recommended location for the participants' accommodation. Participants wishing to stay at this hotel should make their reservations directly. For further information on the hotel, please see the URL link given above.