



MEETING REPORT

First Steering Committee Meeting for the HIPCAR Project

(Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation and Regulatory Procedures)

Barbados, 5-6 March 2009

A. Introduction

The First Steering Committee Meeting for the HIPCAR Project¹ was organized by the International Telecommunication Union (ITU) with the cooperation of the Caribbean Telecommunications Union (CTU) in Barbados on 5-6 March 2009. The agenda of this meeting was based on the conclusions and recommendations made at the Project Launching Meeting in Grenada on 15-16 December 2008 and took well account of the interests of the Caribbean region. The first Steering Committee meeting was well attended with nearly all of the representatives of the regional organizations being present as they were proposed at the Planning Meeting.

B. Objectives of the Meeting

The objective of the meeting was to finalize the work plan and project implementation modalities, including linkages to existing programmes in the region.

C. Organization, Participation and Conduct of the Meeting

Invitations were sent out to regional organizations, as proposed at the Planning Meeting, to designate representatives to the HIPCAR Steering Committee and to participate at its first meeting. This was done first by official email/fax, and then follow-up was made via email and telephone. Fellowships were awarded upon request to two organizations, in line with ITU guidelines and procedures. A total of nine (9) persons from six (6) regional organizations and one (1) international organization participated in the meeting, of which three (3) of the participants were female, and six (6) were male. The full list of participants is given in Annex 1.

¹ The full title of the HIPCAR Project is "Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation and Regulatory Procedures". The project is funded by the European Union and the ITU.

The workshop format was a working session for the purpose of (a) determining the administrative and management functions of the Steering Committee as well as (b) the reviewing of technical proposals.

Background Documentation

Prior to the event, participants had the opportunity to comment on some working documents to be reviewed and discussed in more detail at the meeting, i.e. the Draft Working Document on Model ICT Act and Draft HIPCAR Macro Plan. Other documentation made available for discussion consisted of the Draft Implementation Methodology; the Draft Terms of Reference of the HIPCAR Steering Committee, Task Force and Country Focal Points; the Planning Meeting Report²; and the Draft Preliminary Programme. The final documents – as agreed by the Steering Committee – can be accessed at the HIPCAR project website, on http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipcar/index.html.

Opening of the Meeting and Election of Chairperson

The meeting was opened with supportive remarks for the project by representatives from ITU, CTU, CARICOM, ECTEL and CIVIC. Out of three proposals for chairing the Steering Committee – and its respective meetings – from representatives of CTU, CIVIC and ECTEL, the CTU's Telecommunications Strategist was elected unanimously. Finally, the agenda was adopted (see Annex 2).

Organization of Sessions

The chairperson introduced the speakers at the meeting sessions and guided the Committee members throughout constructive discussions taking account of the stakeholders' interests in the Caribbean region and procedures under the HIPCAR Project.

Contents of Sessions and Presentations

The agenda of the meeting basically reflected the conclusions and recommendations of the Planning Meeting. The presentations made at the event and related discussions, conclusions and recommendations are outlined below and available at the HIPCAR Project website.

² See http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipcar/docs/planning_meeting_report.pdf

Session 1 – Overview

Chaired by: Mr Selby Wilson, Telecommunications Strategist, CTU

Presentations by:

1. Ms Kerstin Ludwig, ITU, “Summary of the HIPCAR Project Planning Meeting”.
 - The presentation provided a brief overview of the Planning Meeting held in Grenada on 15-16 December 2008 and then focused on the conclusions and recommendations emanating from this meeting.
2. Ms Jennifer Britton, CARICOM, “Overview and *Status Quo* of the CARICOM Regional ICT Steering Committee”
 - The presentation provided an overview on the composition and areas of work of this regional committee and its linkages to the HIPCAR Project, as coming from its last meeting held in Grenada, 3-4 March 2009.
3. Mr Embert Charles, ECTEL, “Lessons from the ECTEL Regulatory Experience”
 - The presentation shared experiences of harmonization initiatives within the Organisation of Eastern Caribbean States (OECS) region and gave some recommendations to the HIPCAR Project on how to move forward.
4. Dr Cletus Bertin, Regional Management Office of European Union Special Framework of Assistance (EU SFA) 2005, “Overview and *Status Quo* of the EU SFA 2005 ICT Development Programme”
 - The presentation delivered an overview of the project, its key activities, modes of implementation and resources consulted.
5. Mr Selby Wilson, Chairperson, “Draft Terms of Reference of the Steering Committee”
 - Based on the deliberations of the Planning Meeting, the Steering Committee reviewed, discussed and agreed on its final terms of reference (see Annex 3).
 - In order to streamline the project work processes and governance mechanisms, the committee members agreed to eliminate the previously proposed tier of the Task Force and to add the relevant roles and responsibilities to the ones of the Steering Committee.
 - The Steering Committee agreed to established working groups supported, if necessary, with experts. The work areas identified for these working groups will determine their respective roles and responsibilities.

6. Mr Sandro Bazzanella, ITU, "Draft Implementation Methodology"

- Based on the recommendations of the Planning Meeting to develop a governance and reporting framework, including the roles and responsibilities of CTU, CARICOM and ITU, the Steering Committee reviewed, discussed and agreed on the proposed document (see Annex 4).

Session 2 and 3 – Project Work Plan

Chaired by: Mr Selby Wilson, Telecommunications Strategist, CTU

Presentations by:

7. Mr Sandro Bazzanella, ITU, "Draft Macro Work Plan and Identification of Priorities"

- In line with the deliberations of the Planning Meeting, ITU provided a draft Model ICT Legal Framework as one of the elements of the work plan as well as a draft work plan including budgetary allocations to be reviewed and discussed by the Steering Committee.
- Regarding the Model ICT Legal Framework, it was agreed to deal with a basket of laws instead of a single Act.
- To implement the project, it was agreed to start convening and allocating the programme of the working groups at the earliest convenience with the aim of preparing a report to be discussed at the presentation workshop, with some of the Steering Committee members acting as facilitators.
- The working groups will deal with the regulatory issues as follows:
 - o ICT Legislative Framework - Information Society Issues (privacy and data protection, eEvidence, eTransaction, cybercrime, freedom of information, and interception of communication)
 - o Revision of various Telecommunications Acts
 - i. Universal Service Framework
 - ii. Licensing Guidelines in a Converging Environment
 - iii. Interconnection Guidelines
 - o eGovernment
 - o Other areas to be determined, budget permitting
- ITU will update the project budget accordingly.
- It was agreed that the draft work plan would be modified, as follows:
 - (a) Preparation stage to include a situation analysis & assessment,
 - (b) To collaborate with the EU SFA 2005 ICT Project and CARICAD to avoid duplication of efforts and if necessary assign incremental resources to accelerate their work for the benefit of the HIPCAR Project.

- (c) Following the assessment, preparation stage to include preparing a Regional Model ICT Framework based on a basket of laws.
- (d) Steering Committee to decide on scope and date of the next event to be held, based on the conclusions and recommendations of the situation assessment and Model ICT Framework.
- (e) Preparation stage to integrate regulatory issues³ of a basket of laws to be particularly addressed by working groups.
- (f) Convening the above mentioned working groups to operate in parallel modes.
- (g) Appropriate deliverables, timelines and budget to be allocated considering the modifications made.

D. Project Budget

The committee requested the Project Manager, Mr. Sandro Bazzanella, to refine the budget by nature of expenditure and reconciled to the budget by activity.

E. Fellowships

The committee indicated to the Project Manager that without funding of the Steering Committee and Working Groups it would be difficult to ensure that the work would be accomplished since members of these bodies are not funded by their organisations and are offering their expertise and time without charge. As an integral component of the governance structure of HIPCAR funding should be allocated for the operation of the steering committee. Accordingly, Mr Sandro Bazzanella undertook to have this matter reviewed by the ITU.

The budgetary allocations for the work of the steering committee and working groups should be finalised and approved prior to the commencement of the tasks.

F. Collaboration with other Agencies

The Project Manager confirmed that the HIPCAR Project would be able to collaborate with other agencies on advancing this project.

³ The scope of work determined for these working groups was identified as priority areas of (a) Model ICT Policy, (b) Legislative Framework and (c) Regulatory Framework including sub-sets of other pieces of legislation and regulations by the Planning Meeting.

G. Follow-up Short-term Actions

As follow-up to the meeting a series of actions are planned⁴, as follows:

1. By ITU

Action	Estimated completion date
1. Modification of the Project's macro plan, including budget allocations, timelines & deliverables	23.03.2009
2. Information sharing with the Steering Committee on additional details on the project budget	23.03.2009
3. Finalization and dispatch of the first Steering Committee Meeting Report and related documentation	16.03.2009
4. Preparation of terms of reference for working groups and related experts, if necessary	23.03.2009
5. Invitation to beneficiary countries to designate a country focal point	23.03.2009

2. By Steering Committee members:

Organization(s) / Action	Estimated completion date
1. CARICOM: Information sharing with HIPCAR Steering Committee on the results of the CARICOM Regional ICT Steering Committee Meeting (Grenada, 3-4 March 2009)	03.04.2009
2. CARICOM: Information sharing with HIPCAR Steering Committee on the results of the 4 th CARICOM Ministerial Meeting (Guyana, 17-21 May 2009)	12.06.2009
3. CARICOM: Information sharing with HIPCAR Steering Committee on the desk review of action plans of regional initiatives related to climate change, Impacs, CARICAD, etc.	Sept 2009
4. CARICOM: Identification of a youth ambassador for the Steering Committee	31.03.2009
5. CTU: Advice and guidance to the HIPCAR Project Team	Ongoing
6. ECTEL: Proposal of terms of reference related to Universal Service Framework	13.03.2009
7. CIVIC: Proposal of terms of reference related to Licensing	13.03.2009
8. RMO EU SFA 2005: Proposal of terms of reference related to eGovernment and ICT Legislative Framework - Information Society Issues	13.03.2009
9. Situational Assessment	01.04.2009

⁴ Estimated completion dates are proposed only, based on the discussions and results of the First HIPCAR Steering Committee Meeting.

Annex 1 – Full list of participants⁵

Organisation	Name	Title
Caribbean Association of National Telecommunication Organisations (CANTO)	Ms. Glenda Medford	CANTO Director / VP Legal Regulatory & Corporate Services Cable & Wireless Barbados Ltd.
Caribbean Community Secretariat (CARICOM)	Ms. Jennifer Britton	Senior Project Officer ICT for Development
Caribbean ICT Virtual Community (CIVIC) / CARITEL	Mr. Hallam Hope	Managing Director, Principal ICT Consultant
Caribbean Telecommunications Union (CTU)	Mr. Selby Wilson	Telecommunications Strategist
Eastern Caribbean Telecommunications Authority (ECTEL)	Mr. Embert Charles	Managing Director
International Telecommunication Union (ITU)	Ms. Kerstin Ludwig	Project Coordinator HIPCAR
International Telecommunication Union (ITU)	Mr. Sandro Bazzanella	Project Manager ITU/EC ACP Project
International Telecommunication Union (ITU)	Mr. Philip Cross	Head, ITU Area Office for the Caribbean
Regional Management Office of the Special Framework of Assistance (EU SFA 2005) ICT Project	Dr. Cletus Bertin	ICT Capacity Building Expert

⁵ The participation of the Organisation of Caribbean Utility Regulators (OOCUR) was excused. It was brought to the attention of the Steering Committee that the Government of Grenada has requested membership.

Annex 2 – Agenda



AGENDA

First Steering Committee Meeting for the HIPCAR Project⁶

ITU Area Office Barbados, United Nations House, Marine Gardens,
Hastings, Christ Church, Barbados
5-6 March 2009

The objective of the meeting is to finalize the work plan and project implementation modalities, including linkages to existing programmes in the region.

Day 1	
1400 - 1430	Opening of Meeting - Welcome remarks by P. Cross, Head of Area office for the Caribbean, ITU - Welcome remarks by S. Wilson, Telecommunications Strategist, CTU - Remarks by S. Bazzanella, ITU-EC Project Manager, ITU - Election of Steering Committee Chairperson - Approval of the agenda
	Session 1: Overview
1430-1440	Summary of recommendations of the HIPCAR Planning Meeting by K. Ludwig, HIPCAR Project Coordinator, ITU
1440-1510	- Presentations on other regional initiatives: J. Britton, Senior Project Officer ICT for Development, CARICOM E. Charles, Managing Director, ECTEL C. Bertin, ICT Capacity Building Expert, EU SFA 2005
1510-1530	Review Terms of Reference (ToR) of the Steering Committee
1530-1550	Review the proposed flowchart agreed by ITU and CTU
1550-1620	Coffee Break
	Session 2: Project Work Plan
1620-1830	- Presentation of the draft project work plan, ITU-EC Project Manager - Review the methodology - Discussion on the draft project work plan - Identification and endorsement of the priorities (including Model ICT Legal Framework)

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Day 2

Session 3: Project Work Plan continued

0800 – 1000	Continued discussion and finalization of the draft project work plan and associated methodology
1000 – 1030	Coffee Break
1030 – 1200	- Endorsement of the draft project work plan - Appointment of Task Force and Assignments
1200 – 1215	Other business
1215 – 1230	Wrap Up & Closing of the Meeting

Annex 3 – Terms of Reference of the HIPCAR Steering Committee



TERMS OF REFERENCE FOR THE HIPCAR STEERING COMMITTEE

A – BACKGROUND

The HIPCAR Project⁷ aims at supporting the beneficiaries to develop and promote use of harmonized ICT policies and regulatory frameworks in relation to ICT markets in the Caribbean. Furthermore, the project intends to provide human and institutional capacity building in the field of ICT through a range of knowledge transfer measures.

The specific objectives of the project are:

- Developing and promoting ICT market policies and guidelines for individual countries in the Caribbean;
- Supporting CARICOM, CTU and other regional organizations to develop and promote the use of harmonized ICT market policies and regulations in the area concerned;
- Building human as well as institutional capacity in the field of ICT through a range of targeted training, education and knowledge sharing measures.

The HIPCAR Project is jointly funded by the EC and ITU. The ITU as Executing Agency will implement the project in close collaboration with the CTU.

B – SCOPE OF THE STEERING COMMITTEE

The main tasks of the Steering Committee are:

- To ensure the overall coordination and decision making of the project implementation
- To facilitate cooperation among regional and national institutions in the provision of information & data
- To inform the members' countries and stakeholders, including CARICOM Secretariat, on issues concerning various aspects of the project
- To encourage and support the implementation of the harmonized ICT policies, legal and regulatory frameworks and capacity building at national level
- To define the high level goals and expected outcomes of the project, and the deliverables of the Working Groups

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- To determine the yearly project work plan to be managed by the Working Groups, including scope of work, priorities, schedule of activities, milestones and associated resources & budget
- To agree on the mechanisms for political approval of the project deliverables, as guided by CARICOM
- To identify the capacity building requirements of the project
- To identify potential technical resources for the project (e.g. experts, information and materials, etc.)
- To agree on use of materials developed for the global ITU/EC project in order to foster savings
- To take necessary action to support the activities and the work of the Working Groups
- To engage and report to the project's political directorate

C – COMPOSITION OF THE STEERING COMMITTEE

The Steering Committee shall comprise of the representatives of the following institutions:

- CARICOM
- CTU
- ECTEL
- OOCUR
- One civil society representative (CIVIC/Caritel)
- One industry representative (CANTO)
- CARICOM Youth Ambassador
- Government of Grenada
- RMO of EU SFA 2005 ICT Project
- ITU

Observers will be co-opted as and when necessary. The Secretariat of the Steering Committee shall be the HIPCAR Project Coordinator.

D – MEETINGS

Meetings are chaired by the elected chairperson (CTU) and are to take place on ad hoc basis, but at least twice per year.

The Secretariat shall facilitate the work of the Steering Committee.

The formal Agenda of the Steering Committee shall be agreed upon by the members of the Steering Committee and the relevant support documentation shall be circulated to all members at least 7 days in advance.

E – CHAIRMANSHIP

The Steering Committee elected the CTU on chairmanship during its first meeting in Barbados, 5-6 March 2009.

Annex 4 – Implementation Methodology



HIPCAR PROJECT⁸

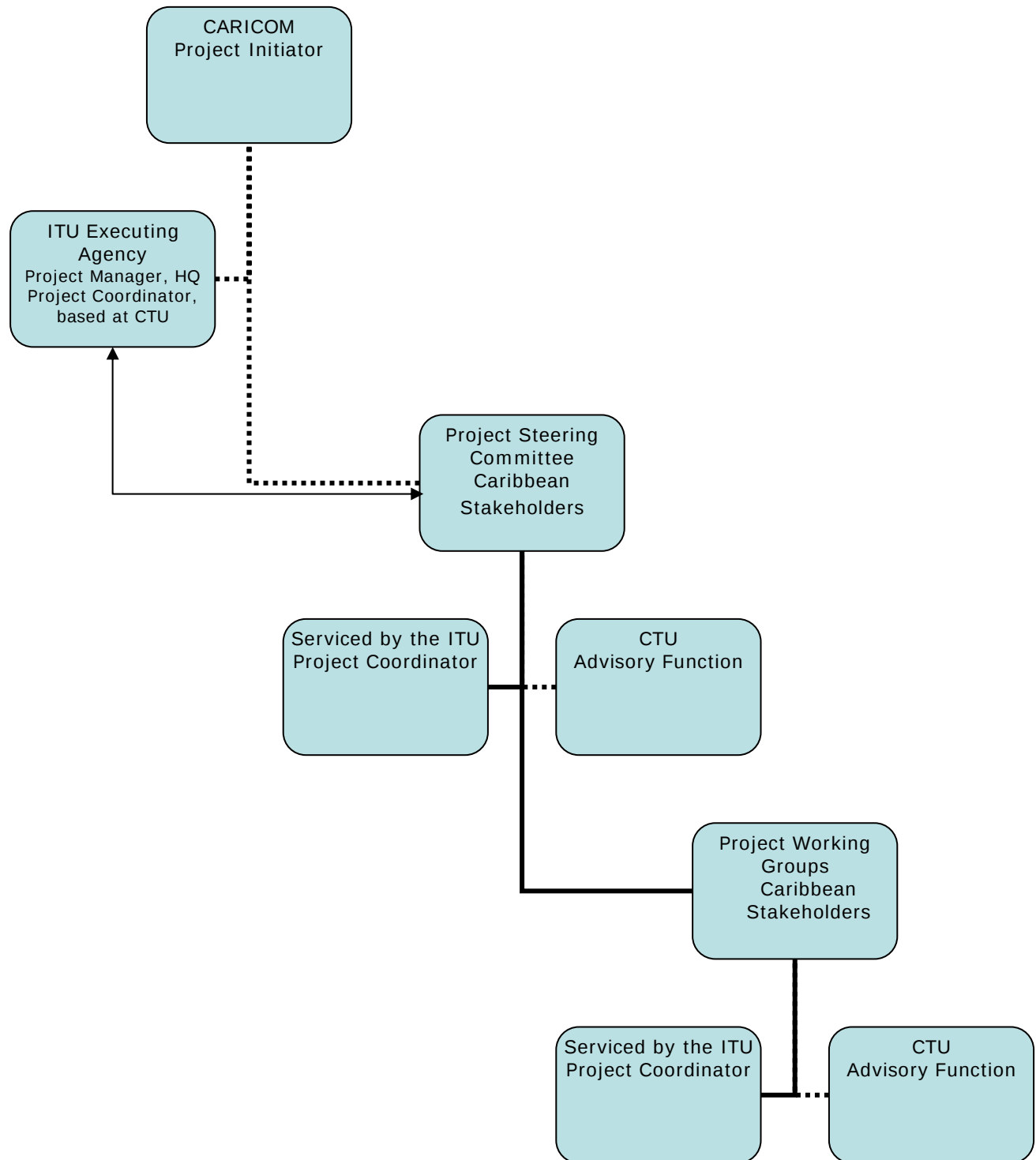
IMPLEMENTATION METHODOLOGY

**This is a companion document to the Terms of Reference
of the HIPCAR Steering Committee and the ITU Workflow Process**

6 March 2009

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1. Governance and Reporting Framework



2. External Communication Tools and Mechanisms

The Project's activities will be communicated to regional stakeholders through the following tools and mechanisms:

A) Communications tools

- **Website**

The Project website (http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipcar/index.html) will be the primary means for dissemination of project information, including the description, schedules and current status of all activities. The Website, hosted by ITU, will also provide tools for posting and amending the project working documents.

- **Email**

Notifications to all stakeholders to inform them of postings on the Website and to provide general correspondence and brochures will be done by email or through newslog entries.

- **Direct Mailing / Fax**

Mass distribution of information to all stakeholders and contact with CARICOM Members – Ministers, Permanent Secretaries and Technical Officers – will be carried out by normal mail or by fax, either by CTU or by ITU. Targeted correspondence with Government Ministers from non-CTU states and Caribbean Regulators will also be carried out by mail, fax or email, supported by telephone correspondence by ITU.

- **Telephone**

This will primarily serve for exchanging information and views on the project activities.

B) Meetings and other group communications mechanisms

Meetings will be conducted as follows:

- Conference bridges
- CARICOM video facilities
- Face to face