



## TERMS OF REFERENCE FOR THE HIPCAR WORKING GROUPS

### A – BACKGROUND

The HIPCAR Project<sup>1</sup> 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 and 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 Working Groups will work under the overall guidance and supervision of the Steering Committee, and under the operational direction and secretariat of the Project Coordinator supported by the Project Team. The Working Group may decide to elect a Chairperson who will moderate the debate during the meeting.

### B – HIPCAR METHODOLOGY

Roadmaps are being prepared for the respective working groups, with the key elements as follows.

- a. *Situation analysis and assessment*, documenting common principles and divergence from these principles within the region – undertaken by the respective Working Groups in collaboration with the project experts;
- b. *Preparation of a first set of draft model legislations, guidelines & regulations relating to the project work areas* – carried out by the project experts based on discussions with the respective Working Groups and taking account of regional & international best practices;
- c. *Review and feedback on the proposed draft model legislations, guidelines & regulations members* prepared by the project experts and Working Group – by the Working Groups prior to the consultation / presentation workshop;
- d. *Consultation / presentation workshop* to present the assessment, options and a first draft of model legislations, guidelines & regulations as a basis for discussions, and to identify related training needs – with participation of the Working Group members and of country focal points;
- e. *Review and integration of the comments from the workshop* into the above drafts – by the project experts;
- f. *Finalization / validation workshop* to review and agree on the final drafts for the model legislations, guidelines and regulations – with participation of the Steering Committee and of senior government officials from the project beneficiary countries;

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<sup>1</sup> 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.

- g. *Preparation of the final drafts* for the model legislations, guidelines & regulations based on the inputs provided during the finalization / validation workshop – carried out by the project experts.

## **C – WORKING GROUPS**

The priority areas established for the Working Groups to date are:

- **Working Group 1** on ICT Legislative Framework – Information Society Issues dealing with eTransactions, eEvidence, freedom of information, privacy & data protection, cybercrime, and interception of communications
- **Working Group 2** on revising Telecommunications Acts dealing with Universal Service Framework
- **Working Group 3** on revising Telecommunications Acts dealing with Licensing and Interconnection
- **Working Group 4** on eGovernment

## **D – SCOPE OF THE WORKING GROUPS**

The main tasks of the Working Groups – each in its corresponding work area – are:

- To assist with the formulation of appropriate policies in the designated priority areas
- To liaise with the other HIPCAR Working Groups, recruited project experts and the core HIPCAR project team (CTU and ITU)
- To facilitate cooperation among regional and national institutions in the provision of information & data required for the project
- To provide information, technical guidance & support to the development of the project reports, recommendations and guidelines for harmonized ICT policies, legislation and regulations in the region. This includes information related to the situation analysis, participating in the assessment, identifying key areas of concern, making proposals on developing the draft guidelines, draft the documents with the support of the experts, and providing feedback on the proposed draft guidelines, legislation and regulations, reviewing and agreeing on the final draft of model guidelines, legislations and regulations
- To engage and involve senior officials in the development, validation or approval process for the project recommendations, as applicable, in order to support the implementation of the drafted documents
- To encourage and support the implementation of the harmonized ICT policies, legal and regulatory frameworks and capacity building at national level
- To make proposals to the Steering Committee on the yearly project work plan and roadmaps, including scope of work, priorities, schedule of activities, milestones, and to advise on associated resources & budget
- To identify the capacity building requirements relating to the project
- To identify potential technical resources for the project (e.g. experts, information and materials, etc.)
- To support transfer, adaptation and transposition of the project recommendations to the sub-regional and country levels
- To address any other subject areas assigned to it by the Steering Committee

## **E – DELIVERABLES**

Information, support and guidance provided to the preparation of a comprehensive situation analysis and assessment report in the relevant work area

Information, support, guidance and drafting provided to the preparation of harmonized draft model guidelines, legislations and regulations.

Information, guidance and support provided to the transposition of these models at the national level, and to the building up of relevant national capacities.

## **F – COMPOSITION OF THE WORKING GROUPS**

The Working Groups will be convened based on volunteering designated persons from administrations, regional and international organizations, civil society and private sector.

Observers will be co-opted as and when necessary.

## **G – MEETINGS AND OTHER GROUP COMMUNICATION MECHANISMS**

Virtual meetings are chaired by the elected chairperson through conference calls or video facilities. Mainly, information exchange and views on project implementation will be conducted through conference calls and email.

Two face-to-face meetings are planned, firstly a presentation/consultation workshop and secondly, a finalization workshop. The members of the working groups will be able to meet physically during workshops. The HIPCAR Project will support the fellowships costs of one representative per country based on the financial needs of the members. If, in addition, a regional organization is an active member of a working group, the project will support the fellowships costs of one representative.