INTERNATIONAL TELECOMMUNICATION UNION

Telecommunication Development Bureau

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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:

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Subject: Invitation to the Second Consultation Workshop (Stage A) for Working Group 1 of the HIPCAR Project[1], Saint Kitts and Nevis, 19-22 July 2010

Dear Sir/Madam,

The International Telecommunication Union (ITU), in collaboration with the Caribbean Telecommunications Union (CTU) and with the support of the Ministry of Youth Empowerment, Sports, IT, Telecommunications and Post of Saint Kitts and Nevis is pleased to invite you to participate in the Project's **Second Consultation Workshop (Stage A)** on "Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation and Regulatory Procedures" **relating to ICT Legislative Framework on Information Society issues**. The Workshop will cover the following work areas:

1) Privacy and Data Protection
2) Cybercrime / e-Crime, and
3) Access to Public Information (Freedom of Information).

The Workshop will be held in Frigate Bay, Saint Kitts and Nevis from **19-22 July 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:

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[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.

During the First Consultation Workshop for Working Group 1 held in Saint Lucia, from 8-12 March 2010, the Assessment Reports on existing ICT Legislation and Draft Policy Guidelines relating to Information Society issues in the Caribbean were discussed, and agreement was reached on recommended Policy Guidelines in these areas. The proposed Model Legislation relating to these Information Society issues – will be discussed at this Second Consultation Workshop (Stage A).
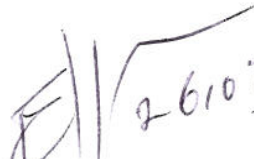
Stage B of this Second Consultation Workshop (venue to be determined) will be held from 23-26 August 2010 dealing with e-Commerce (Transactions and Evidence) and Interception of Communications. You will later be receiving an invitation to this event.

More detailed information on Stage A of this Consultation Workshop is given in Annex II, including the event objectives, its targeted participants, the pre-registration and fellowship application processes, and the Workshop venue. The Preliminary Agenda for the Workshop is given in Annex I.

Since the subjects to be discussed at the Workshop relate to the ICT Legislative Framework on Information Society Issues, you are kindly requested to coordinate with all concerned institutions in your country to designate qualified experts to participate.

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

Yours faithfully,

Sami Al Basheer Al Morshid
Director

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

Annex I

Second Consultation Workshop (Stage A)
for Working Group 1 of the HIPCAR Project
dealing with the ICT Legislative Framework on Information Society Issues

St. Kitts & Nevis, 19-22 July 2010

Preliminary Agenda

1) Introduction to the Workshop programme & overview of the HIPCAR Project status

2) Summary presentations of the Policy Guidelines (as agreed at the First Consultation Workshop), followed by presentations of the draft Model Legislation relating to the ICT Legislative Framework on Information Society Issues within the context of international and regional trends, best practices and experiences in related policies and legislation.

3) Organisation of sub-groups to discuss the draft Model Legislation, in line with the following work areas:

    1) Privacy and Data Protection

    2) Cybercrime / e-Crime, and

    3) Access to Public Information (Freedom of Information).

4) Reviews by the sub-groups of the draft Model Legislation in the above work areas, and preparation of comments, suggestions and proposals.

5) Presentations to the plenary by the sub-groups of their comments, suggestions and proposals. Plenary discussions on these proposals, and incorporation of agreed modifications into the draft; adoption of the final draft Model Legislation relating to Information Society Issues 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

Second Consultation Workshop (Stage A)
for Working Group 1 of the HIPCAR Project
dealing with the ICT Legislative Framework on Information Society Issues

St. Kitts & Nevis, 19-22 July 2010

General Information

Objectives of the Workshop

The objectives of the Workshop are to:

1. Review, discuss, reach a consensus on and conclude the draft Model Legislation relating to the ICT Legislative Framework on Information Society Issues (Privacy and Data Protection, Cybercrime / e-Crime, and Access to Public Information / Freedom of Information) prepared by a HIPCAR team of regional and international experts.

2. Allow participants at the workshop to better understand the issues and options relating to the development of Model Legislation on these Information Society Issues 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 ICT (Information Society Issues) legislation 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 the areas of work, specifically e-Commerce (Transactions & Evidence); Privacy & Data Protection; Interception of Communications; Cybercrime; and Access to Public Information (Freedom of Information). Other interested persons may also participate as active observers.

Once again, we request you to kindly coordinate with all relevant government bodies and other institutions in your country to send appropriate representatives concerned with drafting legislation on Information Society Issues to participate in the Workshop.

Prior to the meeting, participants will receive the documents to be discussed at the Workshop, specifically the Draft Policy Guidelines that were agreed at the First Consultation Workshop and the Draft Model Legislation prepared by the experts. **Participants 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 that will be 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=4000057

The deadline for online pre-registration is Friday, 18th June 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 the ICT Legislative Framework (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. Kitts & Nevis, from their home countries as well as a Daily Subsistence Allowance (DSA) per night spent in St. Kitts & Nevis.

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 (email: bdtfellowships@itu.int, Tel: +41 22 730 5095) with copy to the HIPCAR Project Assistant (email: nicole.morain@itu.int; Tel: +1 868 627 0281) and the HIPCAR Project Coordinator (email: kerstin.ludwig@itu.int; Tel: +1 868 627 0281) in Port of Spain, Trinidad and Tobago.

The deadline for applying for fellowships is Friday, 18th June 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 shown in Annex I. In the spirit of efficiency and economy, the event will rely on Web transmission of documents. The Workshop documents and other relevant information – including practical and administrative information for participants at the Workshop – will be available on the website and will be emailed respectively to all participants.

Workshop venue

The venue for the workshop will be the *St Kitts Marriott Resort, Frigate Bay, Saint Kitts,* Tel: +1 869 466 1200, Fax: +1 869 466 3881, URL: http//www.marriott.com/hotels/travel/skbrb-st-kitts-marriott-resort-and-the-royal-beach-casino/.

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 their accommodation. Participants wishing to stay at this hotel should make their reservations directly. In this regard, however, please note that ITU has blocked a number of rooms for participants at the hotel at a preferential room rate. Further information on how to book these blocked rooms is given in *the Practical Information for Participants* that will be distributed to all those who have pre-registered for the Workshop.

Annex III

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 by 18th June 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 / ICT legislation (Information Society issues). 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:_____