



# INTERNATIONAL TELECOMMUNICATION UNION

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**To :** Administrations of ITU Pacific Island Member States and Partners

**For your reply:**

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**Subject:** Invitation to the Planning Meeting for the project on "Capacity Building and ICT Policy, Regulatory and Legislative Frameworks Support for Pacific Island States (ICB4PIS)"; Nadi, Fiji, 26-27 November 2009.

Dear Sir/Madam,

Further to our information letter dated 1 October 2009, the International Telecommunication Union (ITU) is pleased to invite your organization to participate in the **Planning Meeting to launch the ITU-EC Project for the Pacific** "Capacity Building and ICT Policy, Regulatory and Legislative Frameworks support for Pacific Islands States", which will take place in **Nadi, Fiji on 26-27 November 2009**.

This project is specifically dedicated to the Pacific and is part of a global ITU-EC project encompassing Africa, the Caribbean and the Pacific Islands (ACP) supported by the European Commission (EC).

Mrs. Fuatai Purcell, ITU-EC Project Coordinator for the Pacific, is currently preparing the relevant information and will transmit it to your Administrations in due time. In the meantime, you may contact her directly should you require any further clarification or additional information concerning the project. (E-mail: [fuatai.purcell@itu.int](mailto:fuatai.purcell@itu.int), Tel.: + (679) 322 0285)

All the information related to the project is available at the following address: [http://www.itu.int/ITU-D/projects/ITU\\_EC\\_ACP/icb4pis/index.html](http://www.itu.int/ITU-D/projects/ITU_EC_ACP/icb4pis/index.html).

For information, please note that this meeting will be held back to back with the ITU/SPC Training of Trainers in RICS Operations to be held from 23 to 24 November and the 1<sup>st</sup> PACCERT Stakeholder Meeting to be held on 25 November at the same venue. An invitation letter for these meetings will be sent directly from our ITU Regional Office for Asia and the Pacific in Bangkok.

## **Objectives of the Meeting**

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The objectives of this Planning Meeting are:

1. To formally present the ICB4PIS project to Pacific Islands stakeholders
2. To solicit inputs from ICT stakeholders regarding the main areas of regional focus and the priorities for the project
3. To identify relevant resources and technical cooperation requirements in the region
4. To define the project's scope of work, including the list of priorities (topics) at the regional and country levels
5. To determine mechanisms for stakeholders' participation
6. To propose the project plan of action and implementation scheme
7. To identify the key point of contact / liaison for each country

## **Participants**

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Meeting participation is open to all stakeholders including government representatives, regulators, regional associations of regulators, regional association of operators and manufacturers, associates in the ITU Pacific region, representatives from the civil society and international organizations.

Participation to the workshop is on invitation and registration only.

The number of delegates from an organisation is not limited. Ideally an organisation should send at least one representative involved in the ICT Policy, Regulatory and Legislative Frameworks.

Taking into account the objectives of the meeting described above, the participation of delegates with decision-making capacity is highly recommended.

## **Registration and fellowships**

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Registration is exclusively online using the **meeting registration form** available at:

[http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?\\_eventid=4000049](http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?_eventid=4000049)

Subject to availability of funds, a selected number of fellowships will be available for confirmed participants, if duly authorised by their corresponding Administrations. While the number of delegates from any given country is not limited, participants from whom fellowships cannot be provided can participate at their own expense. Due to budgetary constraints, the beneficiaries of a fellowship may have to contribute partly to the costs of the fellowship.

Participants eligible for fellowships may download the fellowship request at:

[http://www.itu.int/ITU-D/projects/ITU\\_EC\\_ACP/icb4pis/events/2009/planning-meeting/registration\\_fellowships.html](http://www.itu.int/ITU-D/projects/ITU_EC_ACP/icb4pis/events/2009/planning-meeting/registration_fellowships.html)

The deadline for fellowship requests is **6 November** and for registration to the event is **16 November 2009**.

## **Meeting venue**

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The venue for the workshop will be the **Novotel Nadi**, Nadi, Fiji, Tel: + (679) 672 2000, Fax: + (679) 672 0590, URL: <http://www.novotel.com/gb/hotel-6287-novotel-nadi/index.shtml>

Participants may stay at the accommodation of their choice and make their own reservations directly.

I sincerely hope that you will be able to participate in this important meeting which will be crucial to the success of the project.

Yours faithfully,

[Original signed]

Sami Al Basheer Al Morshid  
Director

Annex: - Preliminary Agenda (Annex I)

## Annex I



### PRELIMINARY AGENDA

#### Planning Meeting and Launch of the “Capacity building and ICT policy, regulatory and legislative frameworks in the Pacific” project

**Novotel Hotel, Nadi, Fiji.  
26-27 November 2009**

The objectives of the meeting are:

1. To formally present the project to Pacific Islands stakeholders
2. To solicit inputs from ICT stakeholders regarding the main areas of sub-regional focus and the priorities for the project
3. To identify relevant resources and technical cooperation requirements in the sub-region
4. To define the project’s scope of work, including the list of priorities (topics) at the sub-regional and country levels
5. To determine mechanisms for stakeholders’ participation
6. To discuss and agree on the project plan of action and implementation scheme
7. To identify the key point of contact / liaison for each country.

#### Day 1 (Thursday, 26 November 2009)

7300 – 0845	<b>Registration</b>
0845 – 1000	<b>Opening Session</b> <ul style="list-style-type: none"><li>• Welcome remarks, Dr. Eun-Ju Kim, Head, ITU Regional Office for Asia and the Pacific</li><li>• Mr. Neroni Slade, Secretary General, Pacific Island Forum Secretariat (invited)</li><li>• HE. Wiekpe Van der Goot, Ambassador/Head of Delegation, European Commission, Pacific</li><li>• Vote of Thanks, Mr. Sandro Bazzanella, ITU_EC Project Manager</li></ul>
1000-1020	<b>Session 1: Introduction of the Project</b> <ul style="list-style-type: none"><li>- Sandro Bazzanella, Project Manager, ITU-EC</li><li>- Gisa Fuatai Purcell, Project Coordinator for the Pacific</li></ul>
1020 – 1035	<b>Coffee/Tea Break</b>

1035 – 1130	<p><b>Session 2: Telecommunication/ICT Development in the Pacific – <i>international perspective</i>:</b></p> <ul style="list-style-type: none"> <li>- Wisit Atipayakoon, Telecom/ICT Specialist, ITU Regional Office for Asia and the Pacific</li> <li>- ADB (TBC)</li> <li>- Natasha Beschorner, Senior ICT Policy Specialist, The World Bank (TBC)</li> </ul> <p><b>Audience Discussion of Presentations</b></p> <p><b><i>Session Chair: Sandro Bazzanella</i></b></p>
1130 – 1245	<p><b>Session 3: Telecommunication/ICT Development in the Pacific – <i>Pacific perspective</i>:</b></p> <ul style="list-style-type: none"> <li>- Donnie Defreitas, Regulator, Independent State of Samoa</li> <li>- Alfred Soakai, Chairman, Pacific ICT Taskforce</li> <li>- Maui Sandford, Chairman, PITA</li> <li>- Siaosi Sovaleni, SOPAC</li> </ul> <p><b>Audience Discussion of Presentations</b></p> <p><b><i>Session Chair: Wisit Atipayakoon</i></b></p>
1245 – 1345	Lunch Break
1345 – 1445	<p><b>Session 4: Round Table Discussion 1: Tentative List of Topics</b></p> <ul style="list-style-type: none"> <li>• National ICT Policy/Strategic Plan</li> <li>• Frequency/Spectrum Management</li> <li>• Numbering Plan</li> <li>• Universal Access and Service</li> <li>• Cybersecurity</li> <li>• Licensing (convergence etc)</li> <li>• Interconnection</li> <li>• Cost Modeling</li> <li>• Other Topics as proposed by countries</li> </ul> <p>Country Inputs on this tentative list and any other topics not on it</p> <p><b><i>Session Chair: Ian Thompson, SPC</i></b></p>
1445 – 1500	Coffee Break
1500 – 1630	<p><b>Session 5: Round Table Discussion 2: Project Implementation Approach</b></p> <ul style="list-style-type: none"> <li>• Structure of the Project</li> <li>• Implementation Modality</li> <li>• Activities (prioritized)</li> <li>• Timeline (e.g. provisional calendar of events / direct country assistance)</li> <li>• Key Point of Contact for each country</li> </ul> <p><b><i>Session Chair: John Budden, Pacific Island Forum Secretariat</i></b></p>

1630 – 1730	<b>Wrap up of the Day</b> <ul style="list-style-type: none"> <li>Sandro Bazzanella, Project Manager, ITU-EC</li> </ul>
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**Day 2 (Friday, 27 November 2009)**

0900 – 0930	<b>Summary of the Previous Days Outcome</b> <ul style="list-style-type: none"> <li>Presentation - Gisa Fuatai Purcell</li> <li>Q&amp;A and Discussion/Amendments</li> </ul>
0930 – 1030	<b>Session 6: Round Table Discussion 3: Project Stakeholder and Cooperation Mechanism</b> <ul style="list-style-type: none"> <li>Steering Committee</li> <li>Terms of Reference</li> </ul>
1030 – 1045	<i>Coffee/Tea Break</i>
1045 – 1230	<b>Session 7: Draft Meeting Report</b>
1230 – 1400	Lunch Break
1400 – 1500	<b>Session 8: Review Meeting Report</b>
1500 – 1515	Coffee Break
1515 – 1630	<b>Session 9: Agreement and Conclusion</b> <ul style="list-style-type: none"> <li>Presentation by Gisa Fuatai Purcell <ul style="list-style-type: none"> <li>List of Topics</li> <li>Priority Areas</li> <li>Structure</li> <li>Implementation Modality</li> <li>Work Plan</li> </ul> </li> <li>Final Report</li> </ul>
1630 - 1700	<b>Closing Session</b> <ul style="list-style-type: none"> <li>Sandro Bazzanella, Project Manager, ITU-EC Project</li> </ul>