

INTERNATIONAL TELECOMMUNICATION UNION

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To : ICB4PAC Project Country Focal Points, and
Regulators

For your reply:

Contact: Mr. Sandro Bazzanella
ITU-EC Project Manager

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Subject: Invitation to the Policy Workshop for Decision makers and the ICT Ministers' meeting organized jointly by the ITU and the SPC, to be held in Nukualofa, Tonga, 14-18 June 2010

Dear Sir/Madam,

The International Telecommunication Union (ITU) in partnership with the Secretariat of the Pacific Community (SPC) is pleased to invite your organization to participate at the **ICT Policy Training for Decision makers on 14-15 June and the ICT Ministers' meeting on 16-18 June 2010, Nukualofa, Tonga.**

The National ICT Policy is one of the priority activities of the Capacity building and ICT, Regulatory and Legislative Frameworks for Pacific Island countries (ICB4PAC). It has been selected by the beneficiary countries during the project launching meeting held in Nadi, Fiji on November 2009. The results of the Assessment of the current situation in each beneficiary country has been presented and discussed during a workshop that took place in Honiara, Solomon Islands in April 2010. During this workshop, the participants agreed that a Policy workshop for Decision makers should be conducted in June 2010 just before the ICT Ministers' meeting. The objective is to review the Honiara outcomes and agree on the way forward regarding the preparation of regional ICT policy guidelines.

More specifically, **the objectives of the meeting are:**

1. To provide an ICT policy training for decision makers;
2. To formally present the results of the assessment of the current situation and future activities regarding ICT Policy to the officials and Ministers from Pacific Island countries;
3. To provide an update of the status of implementation for all the ICB4PAC priorities.

As you will recall, the ICB4PAC is a sub-project of the global ITU-EC project encompassing Sub Sahara Africa, the Caribbean and the Pacific Group of States (ACP) supported by the European Commission (EC). All the information related to the project is available at the following address:

http://www.itu.int/ITUD/projects/ITU_EC_ACP/icb4pis/index.html

Mrs. Gisa 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 this forum. (E-mail: fuatai.purcell@itu.int Tel.: + (679) 322 0285)

You will find enclosed the preliminary agenda, the participant information, and the registration and fellowship forms.

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

Annexes: Preliminary Agenda
Information to Participants
Registration Form
Fellowship Application Form

Annex I - Preliminary Agenda



PRELIMINARY AGENDA Policy Workshop for Decision Makers

**Nukualofa, Tonga
14-15 June 2010**

The objectives are to provide policy training for decision makers; to formally present the outcomes and future activities of the ICB4PAC meeting to the officials and Ministers from Pacific Island countries and, to provide an update of the status of implementation for all the ICB4PAC priorities.

Day 1 (Monday, 14.6.2010)	
0900-0930	<p>1. Opening of the Meeting</p> <ul style="list-style-type: none">• Mr. S. Bazzanella, Welcome and Opening Remarks ITU-EC Project Manager, ITU-D• Capt John Hogan Deputy Director General, SPC• Mr. Scott Hooks Economic Development, Pacific Island Forum Secretariat• Mr. Paula Pouvalu Ma'u Secretary for Communications, Kingdom of Tonga <p>Approval of the agenda</p>
0930-0940	<p>2. Honiara Outcomes & Introduction to Policy Chairperson: Mr. Siaso Sovaleni, SPC</p> <ul style="list-style-type: none">• Presentation by Gisa F Purcell (Outcomes: Honiara meeting)• Policy Training/Courses in the Region– Kisione S, USP• Introduction to Workshop – Gisa F Purcell

0940-1030	<p>3. Policy Development Chairperson: Mr. Sandro Bazzanella, ITU</p> <ul style="list-style-type: none"> • Why develop a Policy? – Dr. N Okamura • Policy Building Blocks – Dr. N. Okamura • Group Activity – Dr. N Okamura
1030-1045	Coffee Break
1045-1200	<p>4. National ICT Policy Chairperson: Scott Hooks, PIFS</p> <ul style="list-style-type: none"> • Trends in National ICT Policy – Dr. N Okamura • Presentation – ICT Policy Content - Dr. N. Okamura • Group Discussions –ITU Expert Dr. N Okamura
1200-1300	Lunch Break
1300-1400	<p>5. Strategic Planning: Chairperson: USP Kasione S, USP</p> <ul style="list-style-type: none"> • Strategic Planning Process – CEO Input, Dr. N Okamura • Group Activity – Dr. N Okamura • Development of effective policy responses – Dr. N Okamura
1400-1415	Coffee Break
1415-1515	<p>6. Cross Sector Coordination: Chairperson: Wisit Atipayakoon, ITU</p> <ul style="list-style-type: none"> • Cross sector ICT policy and Coordination Dr. N Okamura • Group Activity – Dr. N Okamura • Identification of Measurable Targets for Strategies Dr. N Okamura
1515-1600	<p>7. Measuring Policy Effectiveness</p> <ul style="list-style-type: none"> • Developing Monitoring mechanisms to measure policy effectiveness • Group Activity – Dr. N Okamura • What mechanisms are you currently using?
Day 2 (Tuesday, 15.06.2010)	
0900-0930	<p>8. Outcome of Day 1 Chairperson: Mr. Sandro Bazzanella</p> <ul style="list-style-type: none"> • Presentation by Gisa Fuatai Purcell • Recap of Previous Day – ITU Expert (Dr. N Okamura) • Progress of other ICB4PAC Topics – Gisa Fuatai Purcell

0930-0940	<p>9. ICT policy Recourse Planning Chairperson: Paula Pouvalu Ma'u, Tonga (TBC)</p> <ul style="list-style-type: none"> • Resource Planning (policy planning and implementation) • Group Activity and Discussion
0940-1030	<p>10. Monitoring and Reporting Mechanisms Chairperson: Mr. Wisit Atipayakoon</p> <ul style="list-style-type: none"> • Monitoring and Reporting Mechanism Dr. Okamura • Group Activity – Dr. N Okamura & Gisa Fuatai Purcell
1030-1045	Coffee Break
1045-1200	<p>11. Lessons Learnt Chairperson: Mrs. Mr. Scott Hooks</p> <ul style="list-style-type: none"> • Group Discussion – What have we learnt? Facilitator Dr. N Okamura • Discuss Policy Training for Policy staff at national level
1200-1300	Lunch Break
1300-1400	<p>12. Workshop Report: Chairperson: Gisa Fuatai Purcell</p> <ul style="list-style-type: none"> • Draft Workshop Report – Dr. N Okamura • Group Discussion of Draft Workshop Report • Training Evaluation forms • Final Q & A for Policy Matters
1400-1415	Coffee Break
1415-1515	<p>13. The Way Forward Chairperson:</p> <ul style="list-style-type: none"> • Presentation by Gisa • Discuss in-country policy training • Discuss in-country support for National ICT Policies
1515-1530	<p>14. Closing Mr. Sandro Bazzanella, ITU-EC Project Manager</p>

Annex II – Information to Participants



**POLICY WORKSHOP FOR DECISION MAKERS AND PACIFIC REGIONAL
INFORMATION & COMMUNICATION TECHNOLOGY (ICT) OFFICIALS' AND
MINISTERS' MEETING
NUKU'ALOFA,
TONGA; 14 – 18 JUNE 2010**

- 1. Venue:** The meeting will be held at the Fa'onelua Convention Centre.
- 2. Accommodation:** SPC has block booked rooms at the International Dateline Hotel in Nuku'alofa, Tonga where all funded delegates will be accommodated. SPC will be paying the hotel direct for accommodation.
- 3. Fellowships:** SPC and ITU will provide fellowships for one Minister and one Official per Pacific ACP member country and the fellowship will cover each delegates travel to Nuku'alofa, Tonga. The funding will also cover a per diem, and include hotel accommodation. For Officials, please complete the fellowship below and email it to bdtfellowships@itu.int and copy Mrs. Gisa Fuatai Purcell on email Fuatai.purcell@itu.int. **The deadline for fellowship applications is 28 May 2010.**
- 4. Travel:** SPC and ITU will organise for direct and most economical routing. This can include transiting; each delegation will have to ensure it has the required visas and/or paperwork.
- 5. Non-ACP countries:** For delegates from non-Pacific ACP countries cost-sharing or other options will be considered on receipt of nominations from members.
- 6. Registration Form:** Please complete the registration form for nominations attached here with as Annex III. This is to be accompanied by a letter of endorsement from your Ministry of Foreign Affairs (SPC Official Contacts). Completed nomination forms and endorsement letter to be transmitted to Ms Inise Rabukawaqa, in the Economic Development Division on email IniseR@spc.int.
- 7. Name Badges & Admittance:** Name badges will be at the Registration Desk during registration. Name Badges are required for access to the meeting venue.
- 8. Dress:** Casual Business Attire, Aloha/Island Shirts encouraged.

- 9. Transportation and Transfer from Airport to Hotel:** Arrivals/departures – Host will organise pick up at Airport to hotel and back – Delegates who are self funding their participation are required to complete the Arrival and Departure information on the Registration form below.
- 10. Visa and Immigration Requirements:** All travelers to Tonga must have a valid passport for at least three months of the date of arrival. Please check with your travel agents the appropriate visas and documentation necessary for your entry into the Kingdom of Tonga.
- 11. Climate:** Tonga has a tropical warm climate but sometimes rainy in June; temperatures ranging between 31-35 degrees Celsius; some cool clothing is recommended and umbrella.
- 12. Electricity:** Electricity voltage is 240 volts with pin configuration similar to Australia, NZ and most European countries. You are advised to take along your universal adaptor if you are from the USA, Europe, Japan or any other country with dissimilar pin configurations and voltages.
- 13. Currency:** The currency of Tonga is the Tongan Paaga. International Banks operating in Honiara are Westpac, ANZ and BSB. Their Buying Exchange rates is approximately SB\$1.00: US\$0.1333 or AUD0.1472. Major Credit Cards accepted at the hotel and other major outlets and ATMs.
- 14. Time:** Local time is GMT +12hrs (00.00)
- 15. Contact Persons:**

ITU CONTACT

Mrs. Gisa Fuatai Purcell
Project Coordinator
Ph: +679 3312600, Fax: +679 3220 346
Mobile: +679 958 3059
Email: fuatai.purcell@itu.int

SPC CONTACT

Mr. Siaosi Sovaleni siaosis@spc.int

and

Ms. Alisi Tunqa alisiT@spc.int

Alternative Hotels

A List of alternative hotels will be made available shortly for those people who are not on fellowships. This information will be sent to individuals who are funding their own participation.

Annex III – REGISTRATION FORM



REGISTRATION FORM

SPC/ITU Policy Workshop for Decision Makers and ICT Ministers' Meeting
Nukualofa, Tonga, 14-18 June 2010

COUNTRY: _____

Full Name: _____

Designation: _____

Department/Ministry/Organisation: _____

Telephone: _____ Fax: _____

Email 1: _____

Email 2: _____

Please tick:

ITU/SPC Funded* self funded

* please attach Government endorsement letter

For Self-Funded Participants Only:

ARRIVAL: Date _____ Time _____ Flight No. _____ Airline _____

DEPARTURE: Date _____ Time _____ Flight No. _____ Airline _____

Date: _____

ANNEX IV – Fellowship Application form



SPC/ITU Policy Workshop for Decision Makers and ICT Ministers' Meeting
NUKUALOFA, TONGA
14-18 June 2010



Please return to: **Planning, Budget and
Administration (PBA)**
ITU/BDT
Geneva (Switzerland)

E-mail : bdtfellowships@itu.int
Tel: +41 22 730 5487 / 5095
Fax: +41 22 730 5778

Request for a fellowship to be submitted before (28 May 2010)

Participation of women is encouraged

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

Tel.:	_____	Fax	_____
e-mail	_____		
PASSPORT INFORMATION :			
Date of birth	_____		
Nationality	_____	Passport number	_____
Date of issue	_____	In (place)	_____ Valid until (date) _____

- CONDITIONS**
1. One fellowship per eligible country.
 2. One return ECO class airticket by the most direct/economical route.
 3. A daily allowance to cover accommodation, meals and incidental expense
 4. Imperative that fellows be present first day/end of the SPC/ITU Policy Workshop for Decision Makers and ICT Ministers' meeting.

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: _____