



INTERNATIONAL TELECOMMUNICATION UNION

*Telecommunication
Development Bureau*

Place des Nations
CH-1211 Geneva 20
Switzerland

Telephone +41 22 730 5111
Telefax Gr3: +41 22 733 7256
Gr4: +41 22 730 6500

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Page 1/5

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To : HIPCAR Project Country Focal Points, Members
of its Working Groups 2 and 3, and
Members of the Steering Committee

For your reply:

Contact: Mr. Sandro Bazzanella
ITU-EC Project Manager
Projects and Initiatives Department, ITU

E-mail: sandro.bazzanella@itu.int
Fax: +41 22 7305484 Tel.: +41 22 730 6765

Subject: Invitation to the First Consultation Workshop for Working Groups 2 & 3 of the HIPCAR Project¹, Trinidad, 26-29 October 2009

Dear Sir/Madam,

The International Telecommunication Union (ITU), in collaboration with the Caribbean Telecommunications Union (CTU) is pleased to invite you – as a designated HIPCAR Project Country Focal Point and/or as a member of its Working Groups 2 and/or 3 and/or as member of the HIPCAR Steering Committee – to participate in the Project's **First Consultation Workshop on Harmonization of ICT Policies, Legislation & Regulations relating to (a) Universal Access/Service, (b) Interconnection, and (c) Licensing in a Convergent Environment**. The Workshop will be held in Port of Spain, Trinidad & Tobago, from 26 - 29 October 2009.

The HIPCAR Project workplan foresees the following initial set of region-wide deliverables, to be later followed by implementation assistance at the country level:

- (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.

ICT policy recommendations relating to universal access/service, interconnection, and licensing will be discussed at the abovementioned First Consultation Workshop; the proposed model legislation and implementation guidelines will be reviewed at a later Second Consultation Workshop.

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).

These two consultation workshops will be followed by a Validation Workshop for senior government officials aimed at finalising the proposals for further consideration by the countries of the region.

Objectives of the Workshop

The objectives of this First Consultation Workshop are to:

1. Review and discuss (i) the Assessment Reports on (a) universal access/service, (b) interconnection, and (c) licensing in the Caribbean and (ii) discuss the objectives and draft collectively the ICT Policy Recommendations, with the support of a Project team of international and regional experts.
2. Allow participants at the workshop to better understand the issues and options relating to ICT policy development in the region, and to share this understanding with colleagues in their home countries.

Participants

Participants at the meeting will include designated Country Focal Points, Members of Working Groups 2 and 3 and Steering Committee members. Other interested persons may also participate as active observers. Participation is on invitation and registration only.

Prior to the meeting, participants will receive inputs for discussion on the abovementioned Draft Assessment Reports and draft Policy Recommendations. They will be expected to carefully study the abovementioned 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 raised at the workshop.

Active participation during the workshops will be essential to promoting issue-based discussions and achieving the concrete outcomes needed to guide the project implementation.

Registration and fellowships

The deadline for registration and for fellowship requests for the event is **30 September 2009**.

As the Project has limited resources, it will not be possible to provide fellowships to all participants. Priority will be given to those officially designated participants who have most actively been involved in providing advance feedback, questions, comments and advice to the Project experts on the documents to be discussed at the meeting. Because of the project's limited resources, beneficiaries of fellowships may nevertheless be requested to contribute partly to their costs of participation. The request for fellowship is attached to this letter to be submitted before 30 September 2009 to bdtfellowships@itu.int.

Participants for whom fellowships cannot be provided are invited to seek funding from their respective organizations.

Registration is available exclusively online at:

http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?_eventid=4000045

Documents

The preliminary agenda is attached. In the spirit of efficiency and economy, the event will rely on Web transmission of documents. Nevertheless, printed copies will be provided to participants at the Workshop itself. The Workshop documents and other relevant information – including practical and administrative information for participants at the Workshop – will be emailed to all participants.

Workshop venue

The venue for the workshop will be the *Courtyard Marriott Hotel*, Invader's Bay, Audrey Jeffers Highway, Port of Spain, Trinidad, Tel: (868) 627-5555, Fax: (868) 627-6317, URL: <http://www.marriott.com/hotels/hotel-information/travel/poscy-courtyard-port-of-spain/>.

Participants may stay at the accommodation of their choice. However, in order to facilitate participants' access to the workshop, the workshop venue (the Courtyard Marriott Hotel) is also the location recommended for the participants' accommodation. Participants wishing to stay at this hotel should make their reservations directly, requesting the CARICOM rate USD 271.04 (room with breakfast, including all taxes & charges). For further information on the hotel, please see the URL link given above.

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

Yours sincerely,

[Original signed]

Sandro Bazzanella
ITU/EC Project Manager

Annexes: - Preliminary Agenda
 - Fellowship Request Form

Annex I



**First Consultation Workshop
for Working Groups 2 & 3 of the HIPCAR Project
dealing with work areas: (a) universal access/service,
(b) interconnection, and (c) licensing
Trinidad and Tobago, 26-29 October 2009**



Preliminary Agenda

- 1) Introduction to the Workshop programme & overview of the HIPCAR Project status
- 2) Presentation of Trends and International Best Practices relating to universal access/service, interconnection and licensing, including the experience of a country/countries in the Caribbean basin (outside of the HIPCAR beneficiary countries) in modernising its ICT policies and legislation
- 3) Organisation of sub-groups for the discussions
- 4) Review of the Assessment Reports on existing telecommunications legislation texts in the Caribbean relating to universal access/service, interconnection and licensing, including: presentation of the draft reports prepared, organisation of discussions (in sub-groups), incorporation of comments into the documents, and adoption of the final Assessment Reports for presentation to the HIPCAR Steering Committee
- 5) Review of the Policy Recommendations relating to universal access/service, interconnection and licensing, including: discussion on objectives, presentation of the draft policy recommendations prepared by the HIPCAR project experts, organisation of discussions (in sub-groups), drafting and incorporation of comments into the documents, and adoption of the final Policy Recommendations 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

FELLOWSHIP REQUEST FORM



**First Consultation Workshop of Working Group 2 & 3
of the HIPCAR Project
Trinidad and Tobago, 26-29 October 2009**



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 before 30 September 2009

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)

CONDITIONS

1. Two fellowships per eligible country, priority to those most actively involved in working group discussions prior to the event.
2. One return ECO class airticket by the most direct/economical route.
3. A daily allowance to cover accommodation, meals and incidental expense, deducted with lunches provided.
4. Imperative that fellows be present during the whole event from first day to last day of the workshop.

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: _____