

INTERNATIONAL TELECOMMUNICATION UNION



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To : All HIPCAR Stakeholders

Fax: See list.

For your reply:

Contact: Mr. Sandro Bazzanella
ITU-EC Project Manager

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Subject: Invitation to the Preliminary Planning Meeting for the project on “Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation and Regulatory Procedures (HIPCAR)”, Grenada, 15-16 December 2008

Dear Sir/Madam,

The International Telecommunication Union (ITU), in collaboration with the Caribbean Telecommunications Union (CTU), is pleased to invite your organization to participate in the Planning Meeting to **launch the HIPCAR Project**, designed to enhance the contribution of ICTs to Caribbean competitiveness and socio-economic development. This project is part of a global ITU/EC project encompassing Africa, the Caribbean and the Pacific Islands (ACP) supported and funded by the European Commission (EU)¹. **The meeting will take place in Grenada on 15-16 December 2008.**

Caribbean countries as a whole have moved to liberalize their telecommunications sectors, but different approaches have been used. While some commonalities exist, the policies, legislation and regulatory practices across the Caribbean reflect the different experiences and circumstances in the region. The HIPCAR project is intended to address these issues and assist Caribbean countries in adopting a more harmonized approach to ICT policy, legislation and regulation taking account of these experiences and of best practices in the region and around the world.

The project was conceived by ITU, the Caribbean Community (CARICOM) Secretariat and the CTU in response to requests from CARICOM states and other ICT stakeholders who saw the need for a more unified approach to the subject. CARICOM countries are also parties to the Millennium Development Goals as well as to the World Summit on the Information Society (WSIS), both of which support greater use of ICTs for economic and social development. In addition, CARICOM has recognized that ICTs have

¹ The official name of the global ITU/EC project is “Support for the establishment of harmonized policies for the ICT market in the ACP Group of States”.

a major role to play in the development and further integration of CARICOM states, especially in the context of the CARICOM Single Market and Economy (CSME). In this connection, CARICOM has established an ICT Task Force whose work will be closely linked to the activities carried out under the HIPCAR project.

The main objectives of the Preliminary Planning Meeting are:

1. To formally present the HIPCAR project to Caribbean 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 deliverables 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 Project Team and the key point of contact / liaison for each country.

It is expected that participants at the meeting will include senior stakeholders with decision-making authority on ICT development policy, legislation and / or regulation. **Their contributions will be vital to clarifying and making more precise the scope, focus and modalities of implementation of the project.**

ITU will provide a technical briefing paper well in advance of the meeting aimed at fostering a common understanding of the proposed areas to be covered by the HIPCAR Project. These include:

Model ICT Policy	Interconnection Guidelines/Models
Legislative Framework	Spectrum Management
Regulatory Framework	Number Management
Universal Service Framework	ICT Applications
Licensing Guidelines/Models	Cybersecurity

Registration and fellowships

Participants are requested to register for the event **no later than 30 November 2008**. *Confirmations* will be subject to the submission of a **written contribution** along with, or prior to, the registration (see below).

Subject to the availability of funds, a selected number of fellowships will be available for confirmed participants of the Caribbean, if duly authorized by their corresponding Administrations. While the number of delegates from any given country is not limited, participants for whom fellowships cannot be provided will be asked to take part at the cost of their respective organizations. Due to budgetary constraints, the beneficiaries of a fellowship may have to contribute partly to the costs of the fellowship. For those applying for a fellowship, registration and request for the fellowship must be made **no later than 23 November**.

Registration and fellowship requests are available exclusively online using the **meeting registration and fellowships form** available at

http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?_eventid=4000021

Submission of contributions

Active participation during the meeting will be essential to promoting issue-based discussions focused on achieving concrete outcomes to guide the project implementation.

To this end, participation is subject to the submission of a written contribution outlining the current situation and requirements in their country with regard to those areas in which they are involved, and indicating their views on which of these areas they consider to be of highest priority.

These contributions should be submitted to ITU's HIPCAR Project Coordinator, Ms. Kerstin Ludwig, via email (kerstin.ludwig@itu.int) by **30 November 2008** using the attached response form (Annex II). A compilation of these contributions will be circulated electronically to all participants prior to the event as an input for the deliberations.

Meeting venue

The venue for the meeting will be **the Flamboyant Hotel in St. George's, Grenada.**² Practical and administrative information relating to the meeting will be provided to all selected participants shortly after the closing date for registrations.

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

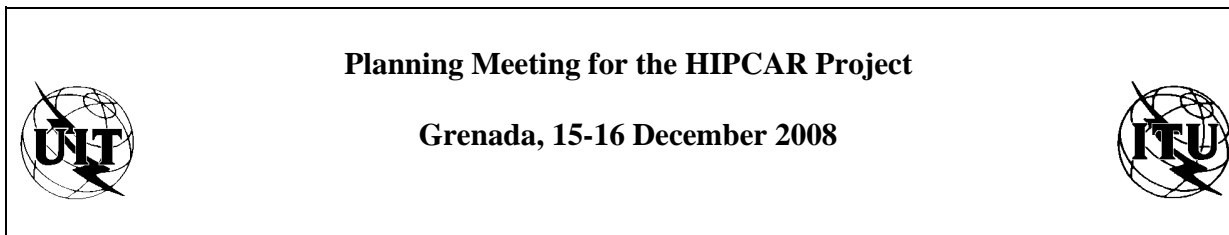
Yours Sincerely,

Sami Al Basheer Al Morshid
Director

Annexes: - Preliminary Agenda
 - Response Form for participants' written contributions

² Room rates are USD 104 up to the 15 December and USD 135 as from the 16 December, plus 19 % taxes.

Annex I





Preliminary Agenda

- 1) Introduction
- 2) CARICOM presentation on CSME and the need for ICT Harmonisation
- 3) CTU presentation on ICT Harmonisation activities in the region
- 4) ITU presentation on the project overview, including background, objectives, scope, proposed deliverables, partner organizations, implementation modalities, funding and other contributions, etc.
- 5) Discussions on the main areas of focus and priorities for the project at the regional and country levels
- 6) Discussions on the project plan of action and implementation scheme
- 7) Discussions on key resources and corresponding technical cooperation requirements
- 8) Discussions on mechanisms for stakeholders' participation and ownership
- 9) Identification of the HIPCAR Project Team
- 10) Conclusions
- 11) Any other business

In each of the above areas there will be a brief introduction followed by views, comments and suggestions by the participants. These contributions will be based on the information provided by the ITU and by participants (see Annex II) prior to the meeting.

The full agenda with a short description of the content of each session will be sent to participants before the event.

Annex II

	<p>Planning Meeting for the HIPCAR Project</p> <p>Grenada, 15-16 December 2008</p>	
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Response Form for Participants' Written Contributions

Kindly complete this form and **submit it by email no later than Friday 28 November 2008** to:

Ms. Kerstin Ludwig, Project Coordinator HIPCAR

Email: kerstin.ludwig@itu.int

Participant's Contact Details:				
Country:				
Full Name:				
Title or Position:				
Organization:				
Postal Address:				
Office Telephone:		Mobile Telephone:		Fax :
Email Address:				

Proposed project work areas:

Model ICT Policy

Legislative Framework

Regulatory Framework

Universal Service Framework

Licensing Guidelines/Models

Interconnection Guidelines/Models

Spectrum Management

Number Management

ICT Applications

Cybersecurity

For each of the project areas in which you are involved or have experience in your country / organization or the region, kindly respond to the block of questions given on the following page. You may use as much space as needed for your responses, but please try to be as concise as possible. If you believe that there are additional areas relevant to the project that you consider important, please add these at the end.

Thank you very much for your kind responses. These will be consolidated with those of the other participants and circulated to all participants prior to the meeting.

Project work area:	<i>Model ICT Policy</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	<i>Legislative Framework</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	<i>Regulatory Framework</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	<i>Universal Service Framework</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	<i>Licensing Guidelines / Models</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	<i>Interconnection Guidelines / Models</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	<i>Spectrum Management</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	<i>Number Management</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	<i>ICT Applications</i>
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	Cybersecurity
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Project work area:	Other (please repeat as needed):
1. <i>What is the current situation and which are the issues related to this area in your country / organization or in the region?</i>	
2. <i>What possibilities do you see for harmonisation in this area in the Caribbean?</i>	
3. <i>What do you consider to be the main technical cooperation requirements in this area in your country / organization or in the region?</i>	

Overall priority you attach to the project work areas (please specify any additional areas you consider important at the end of the list)		
Project Area	Order of priority from 1 (highest) to 12 (lowest)	Comments
1. Model ICT Policy		
2. Legislative Framework		
3. Regulatory Framework		
4. Universal Service Framework		
5. Licensing Guidelines/Models		
6. Interconnection Guidelines/Models		
7. Spectrum Management		
8. Number Management		
9. ICT Applications		
10. Cybersecurity		
11.		
12.		