

INTERNATIONAL TELECOMMUNICATION UNION



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

For your reply:

Contact: Ms. Kerstin Ludwig
HIPCAR Project Coordinator
c/o CTU, Port of Spain, Trinidad and Tobago

E-mail: kerstin.ludwig@itu.int
Tel: +1 868 627 0281

Subject: Invitation to the Second Consultation Workshop for Working Groups 2&3 of the HIPCAR Project¹, Paramaribo, Suriname, 12-15 April 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 Transport, Communication and Tourism of Suriname together with the Telecommunication Authority Suriname, is pleased to invite you to participate in the Project's **Second Consultation Workshop** on "Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation & Regulatory Procedures" **relating to Telecommunications Acts Review**. The Workshop will cover the following work areas:

- Universal Service
- Interconnection
- Licensing in a convergent environment

The Workshop will be held in Paramaribo, Suriname, from 12-15 April 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:

- (i) ICT policy recommendations suitable to the Caribbean region,

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).

- (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.

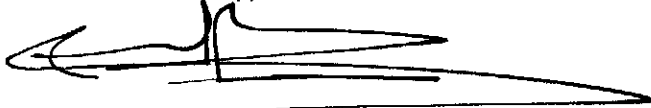
During the First Consultation Workshop for Working Groups 2&3 held in Port of Spain, Trinidad, from 26-29 October 2009, the Assessment Report on existing Telecommunications Acts in the Caribbean was discussed and agreement was reached on recommended Policy Guidelines in this area. The proposed Model Legislation relating to Telecommunications Acts Review – based on these Policy Guidelines – will be discussed at this Second Consultation Workshop.

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

Since the subjects to be discussed at the Workshop relate to Telecommunications legislation, 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 sincerely,



[Original signed]

Sami Al Basheer Al Morshid
Director

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

Annex I



**Second Consultation Workshop
for Working Groups 2&3 of the HIPCAR Project
dealing with Telecommunications Acts Review
Paramaribo, Suriname, 12-15 April 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 Telecommunications Acts Review within the context of international and regional trends, best practices and experiences in modernising Telecommunications policies and legislation.
- 3) Organisation of sub-groups to discuss the draft Model Legislation, in line with the following Telecommunications-related work areas:
 - Universal Service
 - Interconnection
 - Licensing in a convergent environment
- 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 Telecommunications Acts Review 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
for Working Groups 2&3 of the HIPCAR Project
dealing with Telecommunications Acts Review
Paramaribo, Suriname, April 12-15 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 Telecommunications Acts Review 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 Telecommunications Legislation 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 Telecommunications 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 Groups 2&3, HIPCAR Steering Committee members and persons from government bodies responsible for drafting country legislation relating to Telecommunications, specifically Universal Service, Interconnection, and Licensing in a converging environment. 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 Telecommunications legislation 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. **They 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 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=4000055>

The deadline for online pre-registration is Friday, 2nd April 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 Groups 2&3 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 Telecommunications legislation. 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 Paramaribo, Suriname, from their home countries as well as a Daily Subsistence Allowance (DSA) per night spent in Suriname.

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

The deadline for applying for fellowships is Friday, 31st March 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 emailed to all participants.

Workshop venue

The venue for the workshop will be the *Courtyard Marriott, Paramaribo*, Tel: (+011 597 465 000), Fax: (+011 597 456 677) , URL: <http://www.marriott.com/pbmcy> .

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 the participants' 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



**Second Consultation Workshop for Working Groups 2&3
of the HIPCAR Project
Paramaribo, Suriname, 12-15 April 2010**



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 31st March 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 Groups 2&3 members and participants from government bodies responsible for the country's legal affairs / Telecoms legislation.
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: _____