

## Annex II - Draft Agenda and Work Program



### Validation Workshop of SADC Guidelines on Universal Access and Service (UA/S) and SADC Toolkit on Best Practices using UA/S Funds



14-16 March 2011 – Windhoek, Namibia

**The objective of this workshop is to review, amend and validate SADC guidelines on access Universal Access and Service (UA/S) and Toolkit of Best Practices using UA/S Funds.**

#### Day 1 (Monday, 14 March 2011)

09:00-10:00	<p><b>Opening of the Meeting</b></p> <p>Welcoming remarks Composition of the bureau and validation of the agenda</p>
10:00-11:00	<p><b>Session 1: Background</b></p> <p>Origins of the project: SADC ICT Ministers Resolution 2007/03 and previous work done by CRASA [15'] and SATA [15'] - <i>presentation by Ms. Bridget LINZIE, Acting Executive Secretary of CRASA and Mr. Jacob MUNODAWFA, Executive Secretary of SATA,</i></p> <p>The involvement of HIPSSA [15'] and GIZ/BMZ [15'] in the support of regulatory harmonization in Sub-Saharan Africa - <i>presentation by Mr. Jean Francois LE BIHAN, HIPSSA Senior Project Coordinator, ITU and Mr. Thorsten SCHERF, Senior Advisor, Sector Project ICT for Development, GIZ</i></p>
11:00-11:30	<p><i>Coffee Break</i></p>
11:30-12:30	<p><b>Session 2: Assessment of National and Regional Regulatory Frameworks</b></p> <p>Presentation of Methodology for Assessment Report and Guidelines - <i>presentation by Ms. Sofie MADDENS, ITU Expert, VP Regulatory, TMG Consulting [10']</i></p> <p>International and Regional Best Practice: Assessment of key elements for UAS in Africa and beyond - <i>presentation by Ms. Sofie MADDENS, ITU Expert, VP Regulatory, TMG Consulting [15']</i></p> <p>Gap Analysis: Existing legislation and regulation in Southern Africa assessed against international and regional best practice – <i>presentation by Mr. Charley LEWIS, ITU Expert, Senior Lecturer, LINK Centre [15']</i></p> <p>Discussion on Assessment Report – <i>moderation by Ms. S. Maddens and Mr. C. Lewis [20']</i></p>

12:30-14:00	<i>Lunch Break</i>
14:00-15:30	<p><b>Session 3: Presentation and Review of Guidelines (1/2)</b></p> <p>Presentation of Proposed Amendments to Guidelines on UAS - <i>presentation by Mr. Charley LEWIS, ITU Expert [15']</i></p> <p>Discussion of the proposed amendments to Guidelines- <i>moderation by Ms. S. Maddens and Mr. Charley Lewis [75']</i></p>
15:30-16:00	<i>Coffee Break</i>
16:00-17:30	<p><b>Session 4: Presentation of the Toolkit</b></p> <p>Methodology and Objective of the Toolkit: <i>presentation by Ms. Mandla MSIMANG, ITU Expert, Managing Director, Pygma Consulting [15'] - Q&amp;A [15']</i></p> <p>Presentation of the Toolkit - <i>presentation by Ms. Leona MENTZ, ITU Expert , Policy &amp; Regulation Director, Pygma Consulting [15']</i></p> <p>Discussion of the best practices in the SADC region and beyond - <i>moderation by Ms. M. MSIMANG and Ms. L. MENTZ [45']</i></p>
<b>Day 2 (Tuesday, 15 March 2011)</b>	
09:00-09:15	<p><b>Session 1: Summary Day 1</b></p> <ul style="list-style-type: none"> <li>• Summary of Day 1 and Objective of Day 2 by Rapporteurs [15']</li> </ul>
09:15-10:30	<p><b>Session 2: Discussion of Assessment Report and Guidelines in Group Sessions</b></p> <ul style="list-style-type: none"> <li>• Group sessions to discuss Assessment Reports and Amendments to Guidelines - <i>moderation by Ms. M. MSIMANG, , Mr. C. LEWIS, Ms. S. MADDENS, Ms. L. MENTZ, ITU Experts [75']</i></li> </ul> <p>Facilitators will take participants through the key issues and outline the requested tasks.</p>
10:30-11:00	<i>Coffee Break</i>
11:00-13:00	<p><b>Session 3: Assessment Report and Amendments to the Guidelines</b></p> <ul style="list-style-type: none"> <li>• Group presentations on proposed amendments to Guidelines- <i>presentation by the Group rapporteurs [3 x 15']</i></li> <li>• Consolidation with Working Groups of proposed amendments to Guidelines and interactive drafting of revised Guidelines - <i>moderation by Mr. C. LEWIS and Ms. S. MADDENS [75']</i></li> </ul>
13 :00-14 :00	<i>Lunch Break</i>

14 :00-15 :30	<p><b>Session 4: Review of the Toolkit</b></p> <ul style="list-style-type: none"> <li>• International and Regional Best Practice – <i>presentation by Ms. M. Msimang</i> [15’]</li> <li>• Strategies for using the Fund and Alternative Financing to select, design and fund projects: Infrastructure Projects [15’], Community Access Projects [15’], Schools Projects [15’], Content and Applications Projects [15’ ]: <i>presentation by Ms. M. Msimang and Ms. L. Mentz</i></li> <li>• Monitoring and Evaluation– <i>presentation by Ms. L. Mentz</i> [15’]</li> <li>• Presentation of success stories from the toolkit using Fund and Alternative Financing: Community , Regulator or Ministry , Schools [15’], Operators [15’] – <i>moderation by Ms. M. MSIMANG and Ms. L. MENTZ</i> [60’]</li> </ul>
15:30-16:00	<i>Coffee Break</i>
16:00-17:30	<p><b>Session 5: Discussion of the Toolkit</b></p> <ul style="list-style-type: none"> <li>• How do international and regional best practices and case studies relate to the situation in your own country? [20’ ]</li> <li>• Which elements of the Toolkit would be worth and relevant to your country? [20’ ]</li> <li>• Provision of additional regional information [20’ ]</li> <li>• Provision of comments and proposed amendments [30’ ] <i>Moderation by Ms. M. MSIMANG and Ms. L. MENTZ</i></li> </ul>
<b>Day 3 (Wednesday, 16 March 2011)</b>	
09:00-09:30	<p><b>Session 1: Summary Day 2</b></p> <ul style="list-style-type: none"> <li>• Summary of Day 2 and Objective of Day 3 by Rapporteurs</li> </ul>
09:30-10:45	<p><b>Session 2: Validation of Assessment Report and Guidelines</b></p> <ul style="list-style-type: none"> <li>• Review of amended guidelines and validation of final draft of Amended Guidelines - <i>presentation by Group rapporteurs (3x15’)</i></li> <li>• Validation of Assessment Report - <i>moderation by Ms. S. Maddens</i></li> </ul>
10:45-11:15	<i>Coffee Break</i>
11:15-12:30	<p><b>Session 3: Validation of Toolkit</b></p> <ul style="list-style-type: none"> <li>• Validation of toolkit - <i>moderation by rapporteurs and Ms. M. MSIMANG and Ms. L. MENTZ</i></li> </ul>
12:30-14:00	<i>Lunch</i>
14:00-14:30	<p><b>Session 4: Way forward</b></p> <ul style="list-style-type: none"> <li>• Discussion on the way forward and potential additional activities to be undertaken by SADC and CRASA with the support of ITU and/or GIZ</li> </ul>
14:30-15:00	<b>Closing Ceremony</b>
15:30-16:00	<i>Coffee Break</i>