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:


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)

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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>0900-0930</td>
<td><strong>1. Opening of the Meeting</strong>&lt;br&gt;• Mr. S. Bazzanella, Welcome and Opening Remarks&lt;br&gt;ITU-EC Project Manager, ITU-D&lt;br&gt;• Capt John Hogan&lt;br&gt;Deputy Director General, SPC&lt;br&gt;• Mr. Scott Hooks&lt;br&gt;Economic Development, Pacific Island Forum Secretariat&lt;br&gt;• Mr. Paula Pouvalu Ma’u&lt;br&gt;Secretary for Communications, Kingdom of Tonga&lt;br&gt;&lt;br&gt;Approval of the agenda</td>
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<td>0930-0940</td>
<td><strong>2. Honiara Outcomes &amp; Introduction to Policy</strong>&lt;br&gt;Chairperson: Mr. Siaosi Sovaleni, SPC&lt;br&gt;• Presentation by Gisa F Purcell (Outcomes: Honiara meeting)&lt;br&gt;• Policy Training/Courses in the Region– Kisione S, USP&lt;br&gt;• Introduction to Workshop – Gisa F Purcell</td>
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<tr>
<td>Time</td>
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| 0940-1030| **3. Policy Development**  
Chairperson: Mr. Sandro Bazzanella, ITU  
- Why develop a Policy? – Dr. N Okamura  
- Policy Building Blocks – Dr. N. Okamura  
- Group Activity – Dr. N Okamura |
| 1030-1045| Coffee Break                                                              |
| 1045-1200| **4. National ICT Policy**  
Chairperson: Scott Hooks, PIFS  
- 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| **5. Strategic Planning:**  
Chairperson: USP Kasione S, USP  
- 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| **6. Cross Sector Coordination:**  
Chairperson: Wisit Atipayakoon, ITU  
- 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| **7. Measuring Policy Effectiveness**  
- Developing Monitoring mechanisms to measure policy effectiveness  
- Group Activity – Dr. N Okamura  
- What mechanisms are you currently using? |

**Day 2 (Tuesday, 15.06.2010)**

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| 0900-0930| **8. Outcome of Day 1**  
Chairperson: Mr. Sandro Bazzanella  
- Presentation by Gisa Fuatai Purcell  
- Recap of Previous Day – ITU Expert (Dr. N Okamura)  
- Progress of other ICB4PAC Topics – Gisa Fuatai Purcell |
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<th>Time</th>
<th>Session</th>
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| 0930-0940 | **9. ICT policy Recourse Planning**  
Chairperson: Paula Pouvalu Ma‘u, Tonga (TBC)  
- Resource Planning (policy planning and implementation)  
- Group Activity and Discussion |
| 0940-1030 | **10. Monitoring and Reporting Mechanisms**  
Chairperson: Mr. Wisit Atipayakoon  
- Monitoring and Reporting Mechanism Dr. Okamura  
- Group Activity – Dr. N Okamura & Gisa Fuatai Purcell |
| 1030-1045 | Coffee Break |
| 1045-1200 | **11. Lessons Learnt**  
Chairperson: Mrs. Mr. Scott Hooks  
- 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 | **12. Workshop Report:**  
Chairperson: Gisa Fuatai Purcell  
- 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 | **13. The Way Forward**  
Chairperson:  
- Presentation by Gisa  
- Discuss in-country policy training  
- Discuss in-country support for National ICT Policies |
| 1515-1530 | **14. Closing**  
Mr. Sandro Bazzanella, ITU-EC Project Manager |
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.

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: bdfellowships@itu.int
Tel: +41 22 730 5487 / 5095
Fax: +41 22 730 5778

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

<table>
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<th>Participation of women is encouraged</th>
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### Country __________________________________________

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<tr>
<th>Name of the Administration or Organization</th>
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| 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: _________________________________ |