



**Telecommunication
Development Bureau (BDT)**

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Geneva, 25 September 2024

To:

- Administrations of ITU Member States,
- Academia, and
- Regulators in the Caribbean.

(Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname and Trinidad and Tobago)

**Subject: Caribbean Regional Workshop on Emergency Telecommunications Preparedness:
Strengthening Collaboration for Resilient Connectivity, 29 and 30 October 2024,
Bridgetown, Barbados**

Dear Sir/Madam,

I am pleased to invite you to participate in the *Caribbean Regional Workshop on Emergency Telecommunications Preparedness: Strengthening Collaboration for Resilient Connectivity*, organized by the International Telecommunication Union (ITU) in coordination with the Emergency Telecommunications Cluster (ETC) led by the World Food Program (WFP), which will be held on 29 and 30 October 2024, in Bridgetown, Barbados. This event is a follow up from the GSMA-ITU-ETC workshop on the use of ICTs for disaster preparedness, response and recovery that took place in November 2023. The event will take place at the ACRA Beach Hotel in Bridgetown, Barbados.

Over two days, participants will engage in discussions, panels, group activities, and practical exercises to share experiences, identify challenges, and develop strategies for improving emergency telecommunications readiness. The event will consider the importance and the benefits of emerging technologies for early warning and early action, and how capacity building and coordination mechanisms contribute to increased resilience to natural hazards for all national stakeholders involved in disaster management at a country level. It will also explore how regional bodies, governments, regulatory authorities, mobile industry and the international community play a key role and contribute to building disaster resilience in the Caribbean region.

The key objectives of this workshop are to bring the government entities, regulation authorities, the mobile industry, humanitarian agencies, and international development partners, amongst others to:

- **Collaboratively address specific gaps** identified in previous assessments, workshops, National Emergency Telecommunication Plans (NETPs), and ICT checklists. Develop tailored solutions and a roadmap while emphasizing the importance of early warning systems in emergency preparedness.
- **Clarify roles, responsibilities, and communication channels** among stakeholders to ensure seamless coordination before, during, and after emergencies, maximizing the effectiveness of response efforts.
- **Enable participating countries in the NETP process to facilitate knowledge exchange** by sharing experiences, challenges, solutions, and implementation strategies. This will promote mutual learning and enhance preparedness across the region.

- **Develop initiatives and mechanisms to build capacity and retain knowledge** among regional stakeholders, equipping them with the skills and information needed to deal effectively with telecommunication emergencies.

The event will be held in English only and participants are encouraged to [register online](#) by Wednesday, 23 October 2024. Further information is available on the [event's page](#).

For any additional inquiries, Mr. Sylvester Cadette (sylvester.cadette@itu.int), Programme Officer at the ITU Area Office for Caribbean Countries in Bridgetown, Barbados, remains at your disposal.

Yours faithfully,

(signed)

Cosmas Luckyson Zavazava
Director

Annex 1: Draft agenda

Annex 1

Draft Agenda

Day 1, 29 October: Preparedness and Response challenges			
Time	Agenda item	Description	Participated/ Moderated By
9.00-9.15	Opening remarks	Highlighting November workshop outcomes and events/actions since then	ITU and ETC, CDEMA
9.15-9.30	Ice-breaker introduction	For the group to get to know each other, introduction, fun-fact	All
9.30-10.15	Group Exercise: Reflecting on major challenges/good practices encountered during past emergencies, most recently Hurricane Beryl (45 mins) Report back from groups (15 mins)	Mixed groups to identify and note down major challenges/gaps that hampered effective response efforts vs. processes that went well	National representatives
10.30-11.00	Coffee break		
11.00-12.00	Group Activity: Prepare a Hurricane Preparedness Roadmap for emergency telecommunications preparedness (45 min) Report back from groups (15 mins)	Devise a Preparedness Roadmap ahead of the hurricane season along three themes – coordination, capacity development, and infrastructure readiness <i>(Outcomes tbc/template)</i>	All
12.00-13.30	Lunch		
13.30-14.30	NETP implementation process	National representatives from St Kitts, St Vincent, Dominica (tbc) present best practices and experiences from NETP development and implementation.	ITU, national representatives
14.30-14.45	Coffee break		
14.45-16.00	SOP development: determine how key stakeholders coordinate amongst one another in a crisis context (45 mins) Report to group (30 mins)	Breakout session in groups (PS, Gov, Humanitarian), filling out draft template on SOP (considering any existing SOPs) Present to the room and gather feedback and cross-check any overlaps	All participants, ETC as moderator
16.00-16.30	Summary of the day and closing Day 1		

Day 2, 30 October: Operationalizing Preparedness in a Response			
Time	Agenda item	Description	Participated/ Moderated by
9.00-9.15	Recap	Verbal overview of previous day and upcoming sessions	ITU/ETC
9.15-10.30	Review of SOP and discuss missing points (45 mins) <ul style="list-style-type: none"> - Presentation - Consensus/vote - Signature Documentation and publication (30 mins)	Formalize the agreement through signature process to promote accountability. Each group will present their SOP for feedback and consensus. Review and sign copy. Official record and dissemination.	National representatives
10.30-11.00	Coffee break and group picture		
11.00-12.00	EW4A: Explainer session by ITU (15 min) and determining the value and most efficient solutions of early warning and current state at play in groups (30)	Introducing the EW4All initiative	ITU
12.00-13.30	Lunch		
13.30-14.30	Discussion: Future pathways to achieve stronger regional collaboration in emergency preparedness and the evolving role of CDEMA	A regional panel on how emergency preparedness can be enhanced for the Caribbean	All, CDEMA
14.30-15.30	Final endorsement of roadmaps/actions points <ul style="list-style-type: none"> - Presentation - Discussion and role distribution - Signature - Documentation and publication 	Ensuring all groups have finalized roadmaps, with distributed roles	All, ETC as moderator
15.30-16.00	Coffee break		
16.00-16.15	Summary of the day and closing Day 2		