

**Workshop for Caribbean countries to promote the development  
and implementation of Conformity Assessment programmes  
St. Augustine (Trinidad and Tobago), 2 – 4 December 2014**

**Draft Programme**

**Day 1, Tuesday 2 December 2014**

**Chair:** Representative of CTU

<b>08:00-09:00</b>	<b>Registration</b>
<b>08:30-10:00</b>	<p><b>Opening Session</b></p> <ul style="list-style-type: none"> <li>• Welcome remarks from Campus Principal</li> <li>• Opening remarks from ITU: Cleveland Thomas (ITU AMS Office)</li> <li>• Remarks from primary sponsor: TATT</li> <li>• Feature Address: Minister of Science and Technology</li> </ul>
<b>10:00-10:30</b>	<b>Coffee Break</b>
<b>10:30-12:00</b>	<p><b>SESSION 1: ITU Activities on Conformance and Interoperability</b>  <i>This session will review the ITU Resolutions on conformity and interoperability. It will show the ITU C&amp;I Programme implementation including an overview of the ITU Conformity Database and the ITU C&amp;I Portal</i></p> <p>S1-1 ITU Regional Activities for the development of ICTs: Cleveland Thomas, Representative of ITU AMS Regional Office  S1-2 ITU C&amp;I Programme Pillars 1 and 2: ITU/TSB  S1-3 ITU C&amp;I Programme Pillars 3 and 4: Vladimir Daigele ITU/BDT</p>
<b>12:00-13:45</b>	<b>Lunch</b>
<b>13:45-15:30</b>	<p><b>SESSION 2: Procedures to establish C&amp;I Regimes:</b> International Organizations, reference Standards, Procedures for establishing a Conformity Assessment Schemes, Assessment Studies, Building Labs, Mutual Recognition Agreements (MRAs)  <i>This session will consider the applicability of the global system for conformity assessment (e.g. ISO/CASCO Toolkit) and the approach to Conformity Assessment, Interoperability, Certification and Mutual Recognition Agreements and Arrangements</i></p> <p>S2-1 Why assess conformity? The benefits, principles and approaches to conformity assessment: Andrew Kwan (ITU Expert)  S2-2 ITU C&amp;I Action Plan and MOUs: Vladimir Daigele (ITU)  S2-3 ITU Guidelines for Establishing a C&amp;I Regime: Vladimir Daigele (ITU)</p>
<b>15:30-16:00</b>	<b>Coffee Break</b>
<b>16:00-18:00</b>	<p><b>SESSION 2 (cont.): Procedures to establish C&amp;I Regimes:</b> International Organizations, reference Standards, Procedures for establishing a Conformity Assessment Schemes, Assessment Studies, Building Labs, Mutual Recognition Agreements (MRAs)  <i>This session will consider the applicability of the global system for conformity assessment (e.g. ISO/CASCO Toolkit) and the approach to Conformity</i></p>

	<p><i>Assessment, Interoperability, Certification and Mutual Recognition Agreements and Arrangements</i></p> <p>S2-4 Equipment certification and importation procedures – ensuring quality and combating counterfeiting: Keith Mainwaring (UNIS)</p> <p>S2-5 Criteria and characteristics to establish accredited Bodies/Labs in the Regions for Type Approval/Homologation: recommendations and best practices (e.g. ISO/IEC/CASCO toolbox, guides and standards such as ISO/IEC 17011 and 17025); building Type Approval and Interoperability Test Labs: Andrew Kwan (ITU Expert)</p> <p>S2-6 Mutual Recognition Agreements/Arrangements: General introduction, framework and benefits: Andrew Kwan (ITU Expert)</p>
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**Day 2, Wednesday 3 December 2014**  
**Chair: Representative of UWI**

<b>09:00–11:00</b>	<p><b>SESSION 3: Conformity Assessment and Interoperability - Building Test Labs</b></p> <p><i>This session will show some key elements of the BDT guidelines to set up laboratories in the region: strategies, best practices and cost evaluation. This session will also present accreditation schemes that could be applied for the recognition of laboratories, as well as presentation of best experiences, including IAF and ILAC procedures</i></p> <p>S3-1 Technical and economical steps to be followed to build Testing Labs according to the identified criteria and characteristics outlined in ISO/IEC 17025 (Basic Steps to establish an ISO/IEC 17025 compliant testing laboratory). Criteria for selecting countries for establishing Regional Test Centres: Andrew Kwan (ITU Expert)</p> <p>S3-2 Organization and Activities of a Test lab: Environments, procedures and methodologies to be adopted to establish, manage and maintain a testing center covering different kinds of conformance and interoperability testing areas: Regional Labs</p> <p>S3-3 ITU Feasibility Study for Building a Testing lab: Vladimir Daigele (ITU)</p>
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<b>11:00-11:30</b>	<b>Coffee Break</b>
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<b>11:30-13:30</b>	<p><b>SESSION 4: Conformity Assessment and Interoperability – Mutual Recognition Agreements (MRAs)</b></p> <p><i>This session will consider the conformity assessment best practices and procedures set up by various organizations in establishing Mutual Recognition Agreements. The view of the industry with respect to conformity assessment and certification will also be considered</i></p> <p>S4-1 Guidelines for the development, implementation and management of Mutual Recognition Agreements (MRAs): Vladimir Daigele (ITU)</p> <p>S4-2 Mutual Recognition Agreements/Arrangements (MRAs): Procedures for definition, implementation and management of MRAs: Andrew Kwan (ITU expert)</p>
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<b>13:30-14:30</b>	<b>Lunch</b>
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<b>14:30-16:00</b>	<p><b>SESSION 5: Conformity and interoperability Assessment on Regional Basis.</b> Collaboration among Regional and Sub-regional Organizations for Establishing common Conformity and Interoperability (C&amp;I) Programmes and Mutual Recognition Agreements</p> <p><i>This session will consider the ITU Assessment Study on C&amp;I for the Caribbean Region</i></p> <p>S5-1 Assessment Study on Conformance and Interoperability for Caribbean countries. Background, Objective, Methodology Deliverables and Outcomes: Vladimir Daigele (ITU)</p>
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	<p>S5-2 Situational Analysis – Status of Conformity and Interoperability and related initiatives in Caribbean region. Awareness and Capacity on C&amp;I in Caribbean, Centres of Excellences, Assistance required and Training capabilities: Michele Marius (ITU expert)</p> <p>S5-3 Results and Findings from the Study – General aspects of the Region, Regulatory framework, Accreditation bodies and Institutions: Michele Marius (ITU expert)</p> <p>S5-4 Harmonization and improvement of standards in accordance with policies and regulations applied in Caribbean: Michele Marius (ITU expert)</p>
<b>16:00-16:30</b>	<b>Coffee Break</b>
<b>16:30-18:00</b>	<p><b>SESSION 5 (cont.): Conformity and interoperability Assessment on Regional Basis.</b> Collaboration among Regional and Sub-regional Organizations for Establishing common Conformity and Interoperability (C&amp;I) Programmes and Mutual Recognition Agreements</p> <p>This session will consider the ITU Assessment Study on C&amp;I for the Caribbean Region</p> <p>S5-5 Proposed Roadmap for Conformity and Interoperability Programme, including MRAs, for Caribbean – implementation process, phased approach, expected benefits from a common C&amp;I Programme for Caribbean countries: Michele Marius and Andrew Kwan (ITU experts)</p> <p>S5-6 Way forward for establishing common Conformity and Interoperability Regime and Mutual recognition Agreements in Caribbean – Short and Medium term approaches, possible scenarios for establishing a Conformity and Interoperability Regime: Michele Marius and Andrew Kwan (ITU experts)</p> <p>S5-7 Conclusions from the Assessment Study for Caribbean countries: ITU experts</p>
<b>DINNER RECEPTION (Departing at 18:30)</b>	
<p><b>Day 3, Thursday 4 December 2014</b></p> <p><b>Chair:</b> Representative of ITU</p>	
<b>09:00:-11:00</b>	<p><b>Session 6: C&amp;I policies, Accreditation, test Labs, Certification, Regulations and needs in the region:</b> the experience in developing countries</p> <p><i>This session will present the situation in the region with respect to laboratories, accreditation and certification schemes, regulators and industry views. It will also consider the point of views of regulators concerning the need of certification of products to be entered in a national market and to fight counterfeit products. Proposals, experiences, certification and rules, solutions, TBT issues. Best practices for labs accreditation, technologies covered, conformity assessment schemes, associated costs and procedures, products certification will be shown as well</i></p> <p>S6-1 Homologation of telecommunication equipment, experience in Caribbean: Representatives from Caribbean</p> <p>S6-2 Testing laboratory experience in the AMS Region, case studies and practices, way forward and recommendations: Regional labs</p> <p>S6-3 Technical specifications for interoperability: international specifications and national standards: Keith Mainwaring (UNIS)</p>
<b>10:30–11:00</b>	<b>Coffee Break</b>
<b>11:00-12:30</b>	<p><b>Session 7: Interactive discussion Way Forward</b></p> <p><i>Interactive groups will make possible discussions among the participants to find possible solutions to a satisfactorily implementation of the Common</i></p>

	<p><i>approach for Caribbean countries: Building labs and/or Establishing MRAs</i></p> <p><b>Chairman: ITU</b></p> <p><b>Moderators: ITU, ITU Experts</b></p>
<b>12:30-13:30</b>	<b>Lunch</b>
<b>13:30–15:00</b>	<p><b>Session 8: Panel Discussion - Implementation of the C&amp;I Programme and Action Plan for Caribbean countries</b></p> <p><b>Panel:</b> <i>Follow up for the implementation of the C&amp;I Programme in the region based on the results of the interactive sessions. Steps to be undertaken to facilitate the creation of regional test labs and/or establishing MRAs and to create capacity building opportunities at a regional level. Establishment of further actions economical, technical and regional presence</i></p> <p><b>Moderator:</b> Michele Marius</p> <p><i>Discussions with Panelists will follow</i></p>
<b>15:00 – 16:00</b>	<p><b>Remarks and closing Ceremony</b></p> <ul style="list-style-type: none"> <li>• Agreement to the Draft Actions/Recommendations: all attendees</li> <li>• Closing Comments by ITU: Cleveland Thomas</li> <li>• Vote-of-Thanks - Hosting Administration: Dr. Kim Mallalieu</li> </ul>