

**Conformance and Interoperability (C&I) Validation Workshop for COMTELCA
countries and Cuba
Tegucigalpa, Honduras
7 – 9 December 2015**

Draft Programme

Day 1, Monday 7 December 2015

08:00-08:30	Registration
08:30-09:00	<p>Opening Session</p> <p>Chair of the Forum: Hosting Administration</p> <ul style="list-style-type: none"> • Welcome address from the hosting Administration: Hosting Administration • Opening remarks from ITU: Representative from ITU Regional Office • Remarks from COMTELCA: Representative from the COMTELCA Secretariat
09:00-09:30	Coffee Break
09:30-12:00	<p>SESSION 1: ITU Activities on Conformance and Interoperability</p> <p>Chair: Representative of COMTELCA country</p> <p>This session will review the ITU Resolutions on conformity and interoperability. It will show the ITU C&I Programme implementation including an overview on the ITU Conformity Database and the ITU C&I Portal</p> <p>S1-1 ITU Regional Activities for the development of ICTs: Representative of ITU AMS Regional Office: (ITU)</p> <p>S1-2 ITU C&I Programme Pillars 1 and 2: Representative from TSB (ITU)</p> <p>S1-3 ITU C&I Programme Pillars 3 and 4: Representative from BDT(ITU)</p>
12:00-13:30	Lunch
13:30-15:30	<p>SESSION 2: Procedures to establish C&I Regimes: International Organizations, reference Standard, Procedures for establishing a Conformity Assessment Schemes, Assessment Studies, Building Labs, Mutual Recognition Agreements (MRAs)</p> <p>Chair: Representative of COMTELCA country</p> <p>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</p> <p>S2-1 Why assess conformity? The benefits, principles and approaches to conformity assessment: (ITU Expert)</p> <p>S2-2 ITU Guidelines for Establishing a C&I Regime: (ITU)</p>
15:30-16:00	Coffee Break

16:00-18:00	<p>SESSION 2 (cont.): Procedures to establish C&I Regimes: International Organizations, reference Standards, Procedures for establishing a Conformity Assessment Schemes, Assessment Studies, Building Labs, Mutual Recognition Agreements (MRAs)</p> <p>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</p> <p>S2-3 Equipment certification, authentication of certificates in the context of MRA and importation procedures – ensuring quality: (ITU Expert)</p> <p>S2-4 Criteria and characteristics to establish accredited Bodies/Labs in the Regions for Type Approval/Homologation: <i>recommendations, and best practices</i> (e.g. ISO/IEC/CASCO toolbox, guides and standards such as ISO/IEC 17011 and 17025); Considerations in building Type Approval and Interoperability Test Labs and areas of operation: (ITU Expert)</p> <p>S2-5 Mutual Recognition Agreements/Arrangements: General Introduction, framework and benefits: (ITU Expert)</p>
Day 2, Tuesday 8 December 2015	
08:00–11:00	<p>Session 3 : Conformity Assessment and Interoperability - Building Test Labs</p> <p>Chair: Representative of COMTELCA country</p> <p>This session will show some key elements of the BDT guidelines to set up laboratories in the region, strategies, best practices, costs, status in the industries and their labs. This session will also present the accreditation schemes that could be applied for the recognition by the ITU of conformity assessment bodies (Laboratories) and best experiences, IAF and ILAC procedures for MRAs and MLAs.</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 (<i>Basic Steps to establish an ISO/IEC 17025 compliant testing laboratory</i>). Criteria for selecting countries for establishing Regional Test Centres: (ITU Expert)</p> <p>S3-2 Organization and Activity of a test Lab: Environments, procedures and methodologies, management and maintenance of a testing center covering different kind of C&I testing areas: (CPqD)</p> <p>S3-3 Feasibility Study for Building a Testing lab: (CPqD)</p>
11:00-11:30	Coffee Break
11:30-12:30	<p>SESSION 4: Conformity Assessment and Interoperability - Mutual Recognition Agreements (MRAs)</p> <p>Chair: Representative of COMTELCA country</p> <p>This session will consider the conformity assessment procedures set up by various organizations, test suites, certification schemes especially from experiences gained in the COMTELCA Region. The view of the industry with respect to conformity assessment and certification will also be considered.</p> <p>S4-1 ITU Guidelines for the development, implementation and management of Mutual Recognition Agreements (MRAs): (ITU)</p> <p>S4-2 Mutual Recognition Agreements/Arrangements: Procedures for definition, implementation and management of MRAs: (ITU Expert)</p>

12:30-13:30	Lunch
13:30-16:30	<p>SESSION 5: Conformity and interoperability Assessment on Regional Basis. Collaboration among Regional and Sub-regional Organizations for Establishing common Conformity and Interoperability (C&I) Programmes and Mutual Recognition Agreements</p> <p>Chair: Representative from COMTELCA Secretariat</p> <p>S5-1 Assessment Study on Conformance and Interoperability for COMTELCA Countries. Background, Objective, Methodology Deliverables and Outcomes: (ITU)</p> <p>S5-2 Situational Analysis – Status of Conformity and Interoperability and related initiatives in COMTELCA countries. Awareness and Capacity on C&I in COMTELCA countries, Centres of Excellences, Assistance required and Training capabilities: (ITU Expert)</p> <p>S5-3 Results and Findings from the Study – General aspects of the Region, Regulatory framework, Accreditation bodies and Institutions: (ITU Expert)</p> <p>S5-4 Harmonization and improvement of standards, activities in COMTELCA Countries: Representative from COMTELCA</p> <p>S5-5 Proposed Roadmap for conformity and Interoperability Programme, including MRAs, for COMTELCA Region– Implementation process, Phased approach, Expected benefits from a common C&I Programme for COMTELCA countries: (ITU Expert)</p> <p>S5-6 Way forward for establishing common Conformity and Interoperability Regime and Mutual recognition Agreements in COMTELCA countries – Short and Medium term approaches, possible scenarios for establishing a Conformity and Interoperability Regime: (ITU Expert)</p> <p>S5-7 Conclusions from the Assessment Study for COMTELCA Countries: (ITU Expert)</p>
16:00-16:30	Coffee Break
16:30-18:00	<p>SESSION 6: C&I policies, Accreditation, test Labs, Certification, Regulations and needs in the region: the experience in developing countries</p> <p>Chair: Representative from COMTELCA</p> <p>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 market surveillance practices. 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.</p> <p>S6-1 Homologation of Telecommunication Equipment, Procedures and Experience in COMTELCA Countries: Representatives from COMTELCA region</p> <p>S6-2 Testing Laboratory experience in the COMTELCA Region, Country’s experience: Representative from COMTELCA Country</p> <p>S6-3 Market Surveillance procedures and practices: (Q4/2 Vice-rapporteur)</p> <p>S6-4 Technical Specification for interoperability: International Specifications and national standards: (Expert)</p>

Day 3, Wednesday 9 December 2015

08:00-10:00	<p>Session 7: Interactive discussion Way Forward</p> <p>Interactive groups will make possible discussions among the participants to find possible solutions to a satisfactorily implementation of the common approach for COMTELCA Countries: Building labs and/or Establishing MRAs</p> <p>Chairman: ITU/COMTELCA</p> <p>Moderators: ITU Experts, Participating Countries</p>
10:00-10:15	Coffee Break
10:15-11:30	<p>Session 8: Panel Discussion - Implementation of the C&I Programme and Action Plan for COMTELCA countries</p> <p>Panel: Follow up for the implementation of the C&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.</p> <p>Moderator: (ITU Expert)</p> <p>Discussions with Panelists will follow</p>
11:30-12:00	<p>Remarks and closing Ceremony</p> <ul style="list-style-type: none"> • ITU • Hosting Administration