



MEETING REPORT



Planning Meeting for the HIPCAR Project

(Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation and Regulatory Procedures)

In Collaboration with the CTU and Hosted by the Government of Grenada



Grenada, 15-16 December 2008

A. Introduction

The Planning Meeting for the HIPCAR Project¹ was organized by the International Telecommunication Union (ITU) in Grenada on 15-16 December 2008 with the cooperation of the Caribbean Telecommunications Union (CTU) and hosted by the Government of Grenada. It was the first event implemented under the HIPCAR Project, which became operational in September 2008. The event has been well attended with more 44 participants (see Annex I).

B. Objectives of the Meeting

The objectives of the meeting were the following:

1. To formally present the HIPCAR Project to Caribbean stakeholders in order to ensure their awareness and understanding of the project.
2. To provide an opportunity for stakeholders to review the main areas of regional focus and the priorities for the project.
3. To identify relevant resources and technical cooperation requirements in the region.
4. To finalise the project's scope and workplan, including deliverables at the regional and country levels.

¹ The full title of the HIPCAR Project is "Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation and Regulatory Procedures". The project is funded by the European Union.

5. To determine the project implementation modalities and mechanisms for stakeholders' participation & ownership, including the identification of project teams and contact points for each country.

C. Organization, Participation and Conduct of the Meeting

The organization of the meeting was carried out in line with ITU guidelines and procedures. Invitations were sent out to governments and regulatory bodies of beneficiary countries, operators, civil society associations, regional and international organizations, and other countries that have expressed their interest in participating as observers. This was done first by fax, and then follow-up was made via email and telephone. Registration of the participants was conducted online up until 12 December and onsite on the first day. Fellowships were awarded upon request to one participant per country and to each regional organization, in line with ITU guidelines and procedures. Beneficiaries included 12 persons representing two national ICT policy-making bodies, four ICT regulatory bodies and six regional organizations.

A total of 44 persons from seven countries and 16 regional organizations participated in the meeting, including seven country policy-makers, 13 country regulators and 24 others (advisers & consultants, operators, representatives of regional bodies, organizers, etc.). Thirty one (31) of the participants were male, and 13 were female. The full list of participants and a group picture are given in Annex 1.

CARICOM Secretariat and CTU were represented by the following persons:

- Ms Jennifer Britton, CARICOM Secretariat, Senior Project Officer ICT for Development
- Ms Bernadette Lewis, CTU Secretary General
- Mr Selby Wilson, CTU Telecommunications Advisor

ITU was represented by the following persons:

- Mr Sandro Bazzanella, Project Manager ITU/EU Global ACP Project
- Mr Philip Cross, Head, ITU Area Office
- Ms Kerstin Ludwig, Project Coordinator HIPCAR
- Ms Susan Schorr, Head a.i, Regulatory & Market Environment Division
- Mr Robert Shaw, Head, Human Capacity Building Division

Background Documentation

Prior to the event, participants submitted a background report on the situation regarding the project-related work areas in their corresponding countries and organizations, including issues and technical cooperation requirements. These individual reports were compiled and distributed to all participants in advance of the meeting, and served as background to the discussions. This compiled document – along with other background documents made available to participants prior to the event – can be accessed at the HIPCAR project website, on http://www.itu.int/ITU-D/projects/ITU_EC_ACP/HIPCAR.html. Other documentation made available by ITU on the website included “Trends in Telecommunication Reform 2008: Six Degrees of Sharing”, “Issues and Options Relating to ICT Policy, Legislation and Regulations” and “Lessons from the West Africa Harmonization Project”.

Opening Ceremony

The meeting was opened with speeches by representatives from ITU, CARICOM, CTU and the Honourable Minister Joseph Gilbert, Government of Grenada. The Honourable Mr Tillman Thomas, Prime Minister of Grenada, addressed the meeting on the second day.

Organization of Sessions

The meeting sessions were chaired primarily by representatives of regional organizations and governments. Every effort was made during the event to encourage maximum involvement by participants in the discussions, in order to ensure that the deliberations accurately reflected a wide-based range of experiences and expressions of interest.

Contents of Sessions and Presentations

The meeting was structured in line with the objectives outlined above. The original agenda for the meeting is given in Annex 2. The presentations made at the event are also available at the project website, on http://www.itu.int/ITU-D/projects/ITU_EC_ACP/events/2008/HIPCAR_PlanningMeeting.html.

Following is a summary of the meeting sessions – with inputs provided by the session chairs – indicating in each case the name of the session chair, the speakers / presentations and the main topics covered. The principal conclusions and recommendations arrived at during these sessions are presented in a consolidated manner in Section D below. Sessions 4-6 are grouped, as they were dealt with collectively at the meeting because of the close linkages amongst the topics covered.

Session 1 – Global Trends in Telecommunications Regulations and Introducing the HIPCAR Project

Chaired by: Ms Bernadette Lewis, Secretary-General, CTU

Presentations by:

1. Ms Susan Schorr, ITU, ICT Market and Regulatory Trends
2. Mr Ramesh Chaitoo, Caribbean Regional Negotiating Machinery (CRNM), Recommendations for Policy Convergence re Telecoms/ICT in CARICOM
3. Ms Kerstin Ludwig, ITU, ITU-EC HIPCAR Project
4. Ms Susan Schorr, ITU, Lesson Learned from the West Africa Harmonization Project

Main topics:

- This session provided an opportunity to give some background information on the current ICT development situation in the region. It also presented the global ITU-EC² Project covering ACP countries and its HIPCAR project component³ and outlined the key ICT regulatory issues, including the experiences of the ITU project for the West African Common Market on *Harmonization of Policies Governing the ICT Market*, funded by the EU and launched in 2004.
- Some participants were interested in examining the budget, its allocation and the project governance prior to discussing their priorities for the project..

Session 2 – Views on Harmonizing ICT Policies, Legislation and Regulation Focusing on Regional Organizations in the Caribbean

Chaired by: Ms Jennifer Britton, Senior Project Officer ICT for Development, CARICOM Secretariat

Presentations:

1. Mr Adam Montserin, Caribbean Center for Development Administration (CARICAD), eGovernment
2. Mr Seon Levius, Caribbean Disaster Emergency Response Agency (CDERA), Regional ICT Initiatives Within the Disaster Management Landscape
3. Mr Anthony Ming, Commonwealth Secretariat (CTO), Building Effective Partnership to Address Development Goals
4. Mr Hallam Hope, CIVIC Caritel, Views of CIVIC on Regional ICT Harmonization

² For more information, see the ITU-EC-ACP Project website at http://www.itu.int/ITU-D/projects/ITU_EC_ACP/

³ For more information, see the HIPCAR Project website at http://www.itu.int/ITU-D/projects/ITU_EC_ACP/HIPCAR.html.

5. Mr Dale Alexander, United Nations Economic Commission for Latin America and the Caribbean (UNECLAC), Focus on Regulatory Frameworks
6. Mr Embert Charles, Eastern Caribbean Telecommunications Authority (ECTEL), Experiences of ECTEL
7. Mr Andrew Gorton, Digicel (Jamaica) Ltd., Views from the Private Sector
8. Ms Regenie Fraser, Caribbean Association of National Telecommunication Organizations (CANTO), Views from Private Sector Association

Main topics:

- The second session allowed stakeholders to explain their views and initiatives concerning the proposed project work areas on harmonizing ICT policies, legislation and regulations in the Caribbean region in which they are involved or have relevant experience.
- The main issues focused on ICT programmes and activities of CARICOM Regional Organizations. All of these activities offered potential synergies with the ten priority areas proposed in the HIPCAR project document.

Session 3 – Priority Areas for Harmonization of ICT Policies, Legislation and Regulation

Chaired by: Ms Karlene Francis, Principal Director, Ministry of Mining and Telecommunications, Jamaica

Presentations by:

1. Ms Kerstin Ludwig, ITU, Compilation of Participants' Contributions
2. Ms Karlene Francis, Principal Director, Ministry of Mining and Telecommunications, Jamaica

The original plan under the agenda was to organize working groups to discuss the priorities area by area. It was decided at the meeting that this should rather be undertaken through a plenary session covering all areas.

Main topics:

- This plenary session was aimed at identifying and selecting the priority work areas for the HIPCAR Project at the regional and country levels.
- Participants expressed the need for a transparent governance structure & budget for the Project and for the identification of its critical success factors.
- A summary was presented on the consolidated order of priority for the Project's work areas, as identified from the participants' written contributions delivered to ITU in advance of the meeting. The average priorities are shown below in brackets (lower number = higher priority):

1. Model ICT Policy (2.1)	11. Proposed potential additional work areas: ICT data collection and trends analysis; developing ICT indicators; IT Service Management processes; Disaster planning & management & emergency telecommunications; Internet governance; Top level domain names; ICT Training & infrastructure development.
2. Legislative Framework (2.6)	
3. Regulatory Framework (3.0)	
4. Cybersecurity (4.4)	
5. ICT Applications (5.3)	
6. Spectrum Management (5.5)	
7. Universal Service Framework (5.9)	
8. Licensing Guidelines/Models (6.5)	
9. Interconnection Guidelines/Models (7.0)	
10. Numbering Management (8.3)	

This was followed by discussions to agree on the Project's key priority areas.

Session 4 – Cooperation Requirements and Mechanisms for Stakeholders' Participation & Ownership; Session 5 – Project Implementation Modalities and Mechanisms for Stakeholders' Participation and Ownership; and Session 6 – Conclusions

Chaired by: Mr J Paul Morgan, Director General of OUR Jamaica (retired)

Presentations by:

1. Mr Sandro Bazzanella and Mr Philip Cross, ITU, Clarification on ITU-EC Contribution Agreement
2. Ms Bernadette Lewis, CTU, Case Study in Caribbean ICT Harmonization
3. Mr J Paul Morgan, Session Chair, Facilitation of discussions & guidance of the process for achieving consensus

Main topics:

- The three plenary sessions previously planned were merged into a single one in order to focus on clarifying governance arrangements and budgetary matters. Discussions focused on identifying an appropriate structure for project management and implementation, which replaced identifying specific technical cooperation requirements and implementation modalities, as originally planned in the agenda.
- The mechanisms for achieving stakeholder participation and ownership both in terms of cooperation and project implementation were discussed, based on the example of developing the CTU's Spectrum Harmonization Framework. In this regard, securing the "buy in" at the political/policy level was identified as one critical success factor and a modality was agreed to this effect.

D. Conclusions and Recommendations of the Meeting

Following is a summary of the conclusions and recommendations derived from the deliberations at the various sessions.

1. Regarding the relevance of the HIPCAR Project

- The HIPCAR Project fits into the CARICOM agenda and is in line with the objectives of the Caribbean Single Market and Economy.
- The HIPCAR Project is very suitable & timely since there is an urgent need to update and harmonize the existing ICT policy, legislative and regulatory frameworks in the Caribbean region in order to create an enabling environment that promotes competition and fosters investment and socio-economic development.

2. Regarding synergies with other regional organizations and initiatives

- There are various ICT-related initiatives currently being implemented by CARICOM organs and other institutions in the region. With its multi-stakeholder approach, the HIPCAR Project needs to take full account of the different activities on ICTs development being undertaken by regional organizations and to coordinate and collaborate with these in order to avoid duplication of efforts, maximize the Project's benefits and optimize the use of resources in the region.
- Key areas of collaboration with stakeholders will include data collection and analysis and the sharing of experiences. For instance, the Project will need to collaborate with ECLAC in its data collection activities, with ECTEL in its ICT Policy Development work and with CANTO in its efforts to create an enabling environment for ICT investments.
- Very close collaboration is particularly important with CTU – which is the main partner in the project implementation – and with CARICOM Secretariat, which will act as the spearhead for the political approval process for the Project's proposals on ICT policy and regulation.

3. Regarding stakeholder ownership and support

- A key success factor for the Project will be to secure the political will by ministers and regulatory bodies in the region to position ICT harmonization and the Project as a high priority.
- Thus, engaging stakeholders at the political/policy level is essential. One option to achieve this would be to convene a meeting at this highest level to introduce the HIPCAR Project, create awareness and secure early "buy-in".
- The identified national and regional focal points must play a key role in ensuring that the Project's harmonization goals are attained.

4. Regarding the governance of the Project

- The governance arrangements for the Project will determine its expected outcomes. These should ensure full transparency with stakeholders regarding the Project's management and its implementation.
- While ITU is the Project's executing agency, the role of CTU as the Project's main facilitator in the context of its linkages to CARICOM Secretariat is critical to its success. A document describing the respective roles of parties will be prepared between CTU and ITU governing their relationship and *modus operandi* under the Project.
- A Steering Committee needs to be established with an overall monitoring & advisory role for the Project. In order to reflect ownership of the Project by the region, this Committee should include – in addition to ITU – the CTU, CARICOM Secretariat, OECS Secretariat, and one representative from each for the following: country regulatory bodies, industry, civil society and a youth ambassador. CARICOM/CTU, with the support of ITU, should be responsible for constituting the Steering Committee.
- A Task Force should also be formed, with the responsibility to guide the project implementation at the operational level. Members should include nominated country focal points and focal points from regulatory bodies, other relevant government representatives, and representatives from industry, civil society, UN agencies and other regional agencies as appropriate. CTU, with the support of ITU, will be responsible for identifying and engaging the focal points and other stakeholders as members of the Task Force.
- CARICOM / CTU will lead the discussions & negotiations of the project to the political directorate. These mechanisms towards obtaining the political approval of project recommendations – including regional workshops and meetings – will need to be efficient, effective and transparent.

5. Regarding the Project implementation plan

- In finalizing the Project implementation plan, stakeholders will need to determine the technical cooperation requirements that they wish to be addressed by the Project, as well as the relevant resources that they will be able to contribute to it.
- The Project's implementation framework & work plan should clarify for its stakeholders:
 - Specific deliverables & benefits to the stakeholders
 - Governance arrangements
 - The interfaces with CARICOM organs & other stakeholders
 - The authority and mechanisms for adoption of the Project's proposals by the beneficiary member states
 - The Project's reporting requirements
 - The implementation timeframe
 - The Project's budget categories & allocations

- The Project priorities need to be streamlined. The three priority areas for the Project should be: (1) Model ICT Policy, (2) Legislative Framework and (3) Regulatory Framework. These should encompass elements from the ten original proposed Project work areas, as follows:

HIPCAR Key Priority Areas Determined		
1. Model ICT Policy	2. Legislative Framework	3. Regulatory Framework
ICT Policy	Revised Telecommunications Act	Universal Service Framework
E-government Policies	Data Protection	Licensing Guidelines/Models
Structure & Governance of the Regulator	E-transactions Act	Interconnection Guidelines/Models
Internet Governance	Cyber Crime Act	Spectrum Management
ICT in Disaster Recovery – Tampere Convention	Child Protection Act	Numbering Management
	Broadcasting Act	Institutional Framework

- However, spectrum harmonisation will not need to be covered by the Project as this has already been carried out successfully in the region.
- Recommended possible further elements to be considered in the Project implementation plan include the following:
 - Dispute Resolution
 - Consumer Protection
 - Handling Competition issues
 - Quality of Service Standards
 - Digital Broadcasting

E. Follow-up Actions

As follow-up to the meeting – based on its conclusions and recommendations – a series of actions are planned⁴, as follows:

1. By ITU

Action	Estimated completion date
1. Finalization of the draft implementation framework, based on the CTU proposal	15.01.09
2. Dispatch of the HIPCAR Planning Meeting Report	15.01.09
3. Compilation of participants' contributions to the meeting updated & made available online	20.01.09
4. Collection & analysis of data on existing model ICT policies & legislative frameworks from regional organizations	10.02.09
5. Support CTU in the process of identifying and designating members of the Steering Committee & focal points for the Task Force	20.01.09
6. Preparation of the Project's macro plan & budget	30.01.09
7. Organization of the first Steering Committee meeting	1 st week of March

2. By regional organizations in the Caribbean:

Organization(s) / Action	Estimated completion date
1. CTU: preparation of a proposal for the Project implementation framework	16.12.08
2. CTU: invitation to stakeholders to identify Steering Committee & Task Force members (with ITU support)	20.01.09
3. CARICOM: determination of the political approval process for the Project's recommendations on ICT harmonization	12.01.09
4. CARICOM: identification of a youth ambassador for the Steering Committee	12.01.09
5. All: nomination of Steering Committee members	28.01.09
6. All: collection and provision to ITU of information on their technical cooperation requirements, their programmes of relevant activities, their resources to be made available to the Project and their countries' current ICT policies, legislations and regulations.	28.01.09

3. By the project beneficiary countries (policy-makers & regulators):

Country(ies) / Action	Estimated completion date
1. All: identification of national focal points as Task Force members	28.01.09
2. All: collection and provision to ITU of information on their technical cooperation requirements, their programmes of relevant activities, their resources to be made available to the Project and their countries' current ICT policies, legislations and regulations.	28.01.09

⁴ Target dates were proposed, based on the discussions and results of the HIPCAR Planning Meeting and in line with the Preliminary Implementation Framework.

4. By other organizations in the Caribbean (e.g. private sector, civil society):

Organization(s) / Action	Estimated completion date
Identification of members for the Steering Committee & Task Force	28.01.09

F. Overall Assessment of the Results of the Meeting and Lessons Learned

The meeting achieved the following results, in line with its objectives:

1. It developed an awareness & understanding of the HIPCAR Project amongst key Caribbean stakeholders.
2. It provided an opportunity for the stakeholders to review the main areas of regional focus and the priorities for the Project.
3. It partly identified some relevant resources and technical cooperation requirements in the region, subject to further explicit identification by the Steering Committee and the Task Force.
4. It discussed the project's scope and concluded that the work plan – including deliverables, timeframes and budget at the regional and country levels – needs to be reviewed.
5. It determined the Project's main implementation modalities and mechanisms for stakeholders' participation & ownership, more specifically the governance and implementation mechanisms via a two-tier governance structure of a Steering Committee and Task Force, from which working groups would emanate. The structure also covers mechanisms to identify the project teams and contact points for each country.

The main lessons learned from the meeting, as inputs to organizing further similar Project activities, are the following:

1. Transparency at all stages is important.
2. Appropriate time is needed for planning, monitoring and follow-up of the event, including contacting & pursuing participants' registration & their technical contributions, determining the contents and structure of the meeting, and identifying the location and the required facilities.
3. It is important to have streamlined organizational & working procedures.
4. A single contact point is needed for the external project stakeholders.
5. It is essential to have well in advance a well thought-out agenda and background material based on clearly identified issues.
6. It is important to attain high-level political support for the meeting.

Annex 1 – Full list of participants

Country	Type	Name	Organisation
Barbados	A. Policy	Mr. Reginald Bourne	The Barbados Government Telecommunications Unit, Ministry of Economic Affairs & Development
Grenada	A. Policy	Mr. Vincent Roberts	Government of Grenada
Grenada	A. Policy	Mr. Anurag Sinha	Office of the Prime Minister, Government of Grenada
Grenada	A. Policy	Hon. Tillmann Thomas	Office of the Prime Minister, Government of Grenada
Grenada	A. Policy	Hon. Joseph Gilbert	Ministry of Works, Physical Development, Public Utilities and the Environment
Jamaica	A. Policy	Ms. Karlene Francis	Ministry of Energy, Mining & Telecommunications
Suriname	A. Policy	Ms. Meredith Plein	Ministry of Labour, Technological Development and Environment
Trinidad and Tobago	A. Policy	Mr. Gerard James	Ministry of Public Administration
Belize	B. Regul.	Mr. Kimano Barrow	Public Utilities Commission
Grenada	B. Regul.	Mr. George Lashley	National Telecommunications Regulatory Commission
Grenada	B. Regul.	Mr. Aldwyn Ferguson	National Telecommunications Regulatory Commission
Grenada	B. Regul.	Dr. Spencer Thomas	National Telecommunications Regulatory Commission
St. Vincent & The Grenadines	B. Regul.	Mr. Appollo Knights	National Telecommunications Regulatory Body
Suriname	B. Regul.	Ms. Jetty Olf	Telecommunications Authority Suriname
Suriname	B. Regul.	Mr. Michel Amafo	Telecommunications Authority Suriname
Suriname	B. Regul.	Mr. Jai Udit	Telecommunications Authority of Suriname
Trinidad and Tobago	B. Regul.	Ms. Annie Baldeo	Telecommunications Authority of Trinidad and Tobago Limited

Country	Type	Name	Organisation
Trinidad and Tobago	B. Regul.	Mr. Cris Seecheran	Telecommunications Authority of Trinidad and Tobago Limited
Jamaica	C. Oper.	Mr. Andrew Gorton	Digicel Limited
Regional	D. Other	Mrs. Bernadette Lewis	Caribbean Telecommunications Union (CTU)
Regional	D. Other	Mr. Selby Wilson	Caribbean Telecommunications Union (CTU)
Regional	D. Other	Mr. Hallam Hope	CIVIC/CARITEL
Regional	D. Other	J. Paul Morgan	Consultant
Regional	D. Other	Ms. Regenie Fraser	Caribbean Association of National Telecommunication Organisations (CANTO)
Regional	D. Other	Mr. Siméon Collins	Caribbean Regional Organization for Standards and Quality (CROSQ)
Regional	D. Other	Mr. Seon Levius	Caribbean Disaster Emergency Response Agency (CDERA)
Regional	D. Other	Mr. Ramesh Chaitoo	Caribbean Regional Negotiating Machinery (CRNM)
Regional	D. Other	Mr. Patrick Cozier	Caribbean Broadcasting Union (CBU)
Regional	D. Other	Mr. Embert Charles	Eastern Caribbean Telecommunications Authority (ECTEL)
Regional	D. Other	Mr. Edmundo Duiker	Vereniging Surinaams Bedrijfsleven (Suriname Business Association)
Regional	D. Other	Mr. Donnie De Freitas	Eastern Caribbean Telecommunications Authority (ECTEL)
Regional	D. Other	Mr. Carlton Samuels	Caribbean Knowledge and Learning Network (CKLN)
Regional	D. Other	Mr. Alan Chung	Caribbean Development Bank (CDB)
Regional	D. Other	Mr. Adam Montserin	Caribbean Centre for Development Administration (CARICAD)
Regional	D. Other	Ms. Jennifer Britton	Caribbean Community Secretariat (CARICOM)
Regional	D. Other	Mrs. Rita Persaud-Kong	Organisation of Caribbean Utility Regulators (OOCUR)

Country	Type	Name	Organisation
International	D. Other	Mr. Anthony Ming	Commonwealth Secretariat (CTO)
International	D. Other	Ms. Kerstin Ludwig	International Telecommunication Union (ITU)
International	D. Other	Mrs. Susan Schorr	International Telecommunication Union (ITU)
International	D. Other	Mr. Sandro Bazzanella	International Telecommunication Union (ITU)
International	D. Other	Mr. Philip Cross	International Telecommunication Union (ITU)
International	D. Other	Mr. Dale Alexander	UN ECLAC Subregional Headquarters for the Caribbean

Group picture



Picture courtesy of the NTRC Grenada, 2008

Annex 2 – Agenda



AGENDA⁵



Planning Meeting for the HIPCAR Project

(Enhancing Competitiveness in the Caribbean Through the Harmonization of ICT Policies, Legislation and Regulatory Procedures)

In Collaboration with the CTU and Hosted by the Government of Grenada



The Flamboyant Hotel, Grand Anse Beach, St. George's, Grenada, W. I.

The objectives of the meeting are:

1. To formally present the HIPCAR project to Caribbean stakeholders
2. To provide an opportunity for stakeholders to review the main areas of regional focus and the priorities for the project
3. To identify relevant resources and technical cooperation requirements in the region
4. To finalise the project's scope and workplan, including deliverables at the regional and country levels
5. To determine the project implementation modalities and mechanisms for stakeholders' participation & ownership, including the identification of project teams and contact points for each country

Agenda		Day 1
0730- 0830	Registration	
0830 - 0930	Opening Ceremony	<ul style="list-style-type: none">• Welcome, Mr. Philip CROSS, Head of Area Office for the Caribbean, ITU• European Commission, (TBD)• The Contribution of ICTs to Developing the CSME – Aspirations and Implications, Mrs. Jennifer BRITTON, Senior Project Officer ICT for Development, CARICOM• Harmonisation of ICT Policies, Legislation and Regulation – An Imperative for Regional Integration, [TBD], CTU• Keynote Address, Hon. Joseph GILBERT, Minister, Ministry of Works, Physical Development, Public Utilities and the Environment of Grenada• Vote of Thanks, Mr. Sandro BAZZANELLA, ITU-EC Project Manager, Projects & Initiatives Department, ITU-D• Practical Information and Group Picture

⁵ The original agenda was modified in practice to accommodate the priorities and interests expressed by the participants as described in the body of the report.

0930 – 0945	Coffee Break
0945 – 1200	<p>Session Chair: Ms. Bernadette LEWIS, Secretary-General, CTU</p> <p>Session 1: Global Trends in Telecommunications Regulations and The HIPCAR Project</p> <ul style="list-style-type: none"> • Global Trends in Telecommunications, Ms. Susan SCHORR, Acting Head, Regulatory and Market Environment, ITU-D • Lessons From The West Africa Harmonization Project Ms. Susan SCHORR, Acting Head, Regulatory and Market Environment, ITU-D • Introduction to the HIPCAR Project, Ms. Kerstin LUDWIG, Project Coordinator HIPCAR, ITU-D • Questions & Answers
1200 – 1300	Lunch
1300 – 1430	<p>Session Chair: Ms. Jennifer BRITTON, Senior Project Officer ICT for Development, CARICOM</p> <p>Session 2: Views on Harmonizing ICT Policies, Legislation and Regulation</p> <ul style="list-style-type: none"> • ICT Harmonization in the Caribbean – the Views of Regional Organisations, [TBD] • Questions & Answers
1430 – 1500	Coffee Break
1500 – 1630	<p>Session Chair: Ms. Karlene FRANCIS, Principal Director, Ministry of Mining and Telecommunications, Jamaica</p> <p>Session 3: Priority Areas for Harmonization of ICT Policies, Legislation and Regulation</p> <ul style="list-style-type: none"> • Summary of the Participants' Written Contributions Outlining their Views on the Priority Areas for the HIPCAR Project, Ms. Kerstin LUDWIG, Project Coordinator HIPCAR, ITU-D • Experience of The Private Sector, [TBD] • Identifying and Selecting the Priority Work Areas for the Project at the Regional and Country Levels – Plenary Discussions on the Different Areas, including: <ul style="list-style-type: none"> ○ Model ICT Policy ○ Legislative Framework ○ Regulatory Framework <ul style="list-style-type: none"> ▪ Universal Service Framework ▪ Licensing Guidelines / Models ▪ Interconnection Guidelines / Models ▪ Spectrum Management ▪ Numbering Management ○ ICT Applications ○ Cybersecurity ○ Others • Constitution of the Working Groups on the Selected Areas
1630 – 1800	<ul style="list-style-type: none"> • Working Group Discussions on the Selected Priority Areas Identified – Preparation of Reports with Conclusions & Recommendations
Day 2	
0830 – 0930	<p>Session Chair: Mr. Sandro BAZZANELLA, ITU-EC Project Manager, ITU-D</p> <p>Summary of the Conclusions and Recommendations of Day 1 on the Priority Areas on</p>

	<p>Harmonization of ICT Policies, Legislation and Regulation</p> <ul style="list-style-type: none"> • Presentation of the Conclusions and Recommendations of the Working Groups
0930 – 1015	<p>Session Chair: Mr. J Paul MORGAN, Director General of OUR Jamaica (Retired)</p> <p>Session 4: Cooperation Requirements and Mechanisms for Stakeholders' Participation & Ownership – Presentations by [TBD], followed by plenary discussions</p> <ul style="list-style-type: none"> • Review & discussion on the relevant technical resources and technical cooperation requirements across the region • Identification of priorities and partners for institutional and human capacity building
1015 – 1030	<p>Coffee Break</p>
1030 – 1200	<p>Session Chair: Dr. Spencer THOMAS, Chairman, National Telecommunications Regulatory Commission, Grenada</p> <p>Session 5: Project Implementation Modalities and Mechanisms for Stakeholders' Participation & Ownership – Presentations by Stakeholders (e.g. CTU, Country representatives), followed by plenary discussions</p> <ul style="list-style-type: none"> • Organisation of country and regional project teams • Review and discussion on the project's scope and work plan, including deliverables • Consultation procedures, validation workshops and schedules of meetings
1200 – 1300	<p>Lunch</p>
1300 – 1430	<p>Session 5 (cont'd): Project Implementation Modalities and Mechanisms for Stakeholders' Participation & Ownership – Presentations by Stakeholders (e.g. CTU, Country representatives), followed by plenary discussions</p> <ul style="list-style-type: none"> • Approaches & mechanisms for national adoption and adaptation of harmonised frameworks • Data collection, information sharing and reporting mechanisms
1430 – 1500	<p>Coffee Break</p>
1500 – 1630	<p>Session 6: Conclusions – Ms. Bernadette LEWIS, Secretary-General, CTU and Ms. Kerstin LUDWIG, Project Coordinator HIPCAR, ITU-D</p> <ul style="list-style-type: none"> • Presentation, review and finalisation of the Conclusions and Recommendations of the meeting and Way Forward
1630 – 1700	<p>Final Remarks & Closing of the Meeting – Mr. Sandro BAZZANELLA, ITU-EC Project Manager, ITU-D</p>