



# PROVISIONAL AGENDA



## 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**

**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	<b>Registration</b>	
0830 - 0930	<b>Opening Ceremony</b>	
	<ul style="list-style-type: none"> <li>• Welcome, Mr. Philip CROSS, Head of Area Office for the Caribbean, ITU</li> <li>• European Commission, (TBD)</li> <li>• The Contribution of ICTs to Developing the CSME – Aspirations and Implications, Mrs. Jennifer BRITTON, Senior Project Officer ICT for Development, CARICOM</li> <li>• Harmonisation of ICT Policies, Legislation and Regulation – An Imperative for Regional Integration, [TBD], CTU</li> <li>• Keynote Address, Hon. Joseph GILBERT, Minister, Ministry of Works, Physical Development, Public Utilities and the Environment of Grenada</li> <li>• Vote of Thanks, Mr. Sandro BAZZANELLA, ITU-EC Project Manager, Projects &amp; Initiatives Department, ITU-D</li> <li>• Practical Information and Group Picture</li> </ul>	
0930 – 0945	<b>Coffee Break</b>	
0945 – 1200	Session Chair: Ms. Bernadette LEWIS, Secretary-General, CTU  <b>Session 1: Global Trends in Telecommunications Regulations and The HIPCAR Project</b> <ul style="list-style-type: none"> <li>• Global Trends in Telecommunications, Ms. Susan SCHORR, Acting Head, Regulatory and Market Environment, ITU-D</li> <li>• Lessons From The West Africa Harmonization Project Ms. Susan SCHORR, Acting Head, Regulatory and Market Environment, ITU-D</li> <li>• Introduction to the HIPCAR Project, Ms. Kerstin LUDWIG, Project Coordinator HIPCAR, ITU-D</li> <li>• Questions &amp; Answers</li> </ul>	
1200 – 1300	<b>Lunch</b>	
1300 – 1430	Session Chair: Ms. Jennifer BRITTON, Senior Project Officer ICT for Development, CARICOM  <b>Session 2: Views on Harmonizing ICT Policies, Legislation and Regulation</b>	

	<ul style="list-style-type: none"> <li>• ICT Harmonization in the Caribbean – the Views of Regional Organisations, [TBD]</li> <li>• Questions &amp; Answers</li> </ul>
1430 – 1500	<b>Coffee Break</b>
1500 – 1630	<p>Session Chair: Ms. Karlene FRANCIS, Principal Director, Ministry of Mining and Telecommunications, Jamaica</p> <p><b>Session 3: Priority Areas for Harmonization of ICT Policies, Legislation and Regulation</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Experience of The Private Sector, [TBD]</li> <li>• 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"> <li>○ Model ICT Policy</li> <li>○ Legislative Framework</li> <li>○ Regulatory Framework <ul style="list-style-type: none"> <li>▪ Universal Service Framework</li> <li>▪ Licensing Guidelines / Models</li> <li>▪ Interconnection Guidelines / Models</li> <li>▪ Spectrum Management</li> <li>▪ Numbering Management</li> </ul> </li> <li>○ ICT Applications</li> <li>○ Cybersecurity</li> <li>○ Others</li> </ul> </li> <li>• Constitution of the Working Groups on the Selected Areas</li> </ul>
1630 – 1800	<ul style="list-style-type: none"> <li>• Working Group Discussions on the Selected Priority Areas Identified – Preparation of Reports with Conclusions &amp; Recommendations</li> </ul>
<b>Day 2</b>	
0830 – 0930	<p>Session Chair: Mr. Sandro BAZZANELLA, ITU-EC Project Manager, ITU-D</p> <p><b>Summary of the Conclusions and Recommendations of Day 1 on the Priority Areas on Harmonization of ICT Policies, Legislation and Regulation</b></p> <ul style="list-style-type: none"> <li>• Presentation of the Conclusions and Recommendations of the Working Groups</li> </ul>
0930 – 1015	<p>Session Chair: Mr. J Paul MORGAN, Director General of OUR Jamaica (Retired)</p> <p><b>Session 4: Cooperation Requirements and Mechanisms for Stakeholders’ Participation &amp; Ownership</b> – Presentations by [TBD], followed by plenary discussions</p> <ul style="list-style-type: none"> <li>• Review &amp; discussion on the relevant technical resources and technical cooperation requirements across the region</li> <li>• Identification of priorities and partners for institutional and human capacity building</li> </ul>
1015 – 1030	<b>Coffee Break</b>
1030 – 1200	<p>Session Chair: Dr. Spencer THOMAS, Chairman, National Telecommunications Regulatory Commission, Grenada</p> <p><b>Session 5: Project Implementation Modalities and Mechanisms for Stakeholders’ Participation &amp; Ownership</b> – Presentations by Stakeholders (e.g. CTU, Country representatives), followed by plenary discussions</p> <ul style="list-style-type: none"> <li>• Organisation of country and regional project teams</li> <li>• Review and discussion on the project’s scope and work plan, including deliverables</li> <li>• Consultation procedures, validation workshops and schedules of meetings</li> </ul>
1200 – 1300	<b>Lunch</b>
1300 – 1430	<p><b>Session 5 (cont’d): Project Implementation Modalities and Mechanisms for Stakeholders’ Participation &amp; Ownership</b> – Presentations by Stakeholders (e.g. CTU, Country representatives), followed by plenary discussions</p> <ul style="list-style-type: none"> <li>• Approaches &amp; mechanisms for national adoption and adaptation of harmonised frameworks</li> </ul>

	<ul style="list-style-type: none"> <li>Data collection, information sharing and reporting mechanisms</li> </ul>
1430 – 1500	<b>Coffee Break</b>
1500 – 1630	<p><b>Session 6: Conclusions</b> – Ms. Bernadette LEWIS, Secretary-General, CTU and Ms. Kerstin LUDWIG, Project Coordinator HIPCAR, ITU-D</p> <ul style="list-style-type: none"> <li>Presentation, review and finalisation of the Conclusions and Recommendations of the meeting and Way Forward</li> </ul>
1630 – 1700	<b>Final Remarks &amp; Closing of the Meeting</b> – Mr. Sandro BAZZANELLA, ITU-EC Project Manager, ITU-D