

INTERNATIONAL TELECOMMUNICATION UNION



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To :

1. Ministries in charge of ICT/ Telecommunications
2. Focal Points to SADC SCOM for Communications, ICT and Postal
3. CRASA, SATA and SABA Members and Secretariats
4. CRASA Legal and Policy Special Committee's Members

For your reply:

Contact: Mr Jean-François LE BIHAN
HIPSSA Senior Project Coordinator
ITU Regional Office for Africa, P.O. Box 60 005
Addis Ababa, Ethiopia

E-mail: lebihanj@itu.int
Tel: +251 11 551 49 77
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Subject: Invitation to the ITU-SADC validation workshop on the "Review and Update of SADC ICT Policy and Legal Framework", Mozambique, 23-25 August 2010

Dear Sir/Madam,

The International Telecommunication Union (ITU), in collaboration with the Southern African Development Community's Secretariat (SADC) is pleased to invite you to participate to the **"Review and Update of SADC ICT Policy and Legal Framework"**. This validation workshop will be held in **Maputo, Mozambique from 23rd to 25th August 2010** and is kindly hosted by the National Communications Institute of Mozambique (Instituto Nacional das Comunicações de Moçambique, INCM).

The objective of this workshop is to review, amend and validate the following documents::

- 1) The new SADC Policy Framework on Convergence of ICT.
- 2) The revised article 10 of the SADC Protocol on Transport, Communications and Meteorology;
- 2) The updated SADC Regional ICT Policy and
- 3) The updated SADC ICT Model Bill.

The working documents for the workshop can be found on the ITU web site:

http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/activities/sa-1_en.html

The above draft documents have been prepared with the support of the ITU-EC HIPSSA Project¹. They are based on the assessment of the best practices of the SADC Member States. They have been presented during the SADC technical meeting of Sub-Sectoral Committee on Communications, ICT and Postal held in Johannesburg from 8 to 10 March 2010 where an agreement was reached on the main recommended changes.

After this validation workshop, the SADC Secretariat will present these documents for adoption by the SADC Ministers in charge of Communications, ICT and Postal during their coming meeting in 2011.

The ITU-EC HIPSSA Project will provide a limited number of fellowships to eligible SADC countries and organisations within the SADC Region. Participation is on invitation and registration only. Due to the importance of this workshop, the participants are requested to have decision making position in their respective countries.

Practical information about Maputo, accommodation, venue, transportation and fellowships can be found in the Annexes and on the ITU web site. For more information, the SADC Secretariat (Ms. Thapelo Mosalagae-Montsusi Tel: +267 3951 863 Ext 6050, Email: tmosalagae@sadc.int) and the HIPSSA Project Team (Ms. Hiwot Mulugeta, Tel: +251 11 551 4977, Email: hiwot.mulugeta@itu.int) remain at your disposal.

We sincerely hope that you will be able to participate in this important event, which will be crucial to harnessing the challenges and opportunities of the ICT sector's convergence by creating a sustainable regulatory environment for the SADC region.

Yours faithfully,

Sami Al Basheer Al Morshid
Director

Annexes: - Preliminary Agenda
 - General Information
 - Fellowship Request Form

¹ The full title of the HIPSSA Project - funded by the European Commission and the ITU, in collaboration with the African Union Commission, the Regional Economic Communities including SADC and regional associations of regulators including CRASA - is "Support to Harmonization of ICT Policies in Sub-Sahara Africa". HIPSSA is part of a global ITU-EC project encompassing Africa, the Caribbean and the Pacific Islands (ACP) supported and funded by the European Union (see http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/index.html).

Annex I

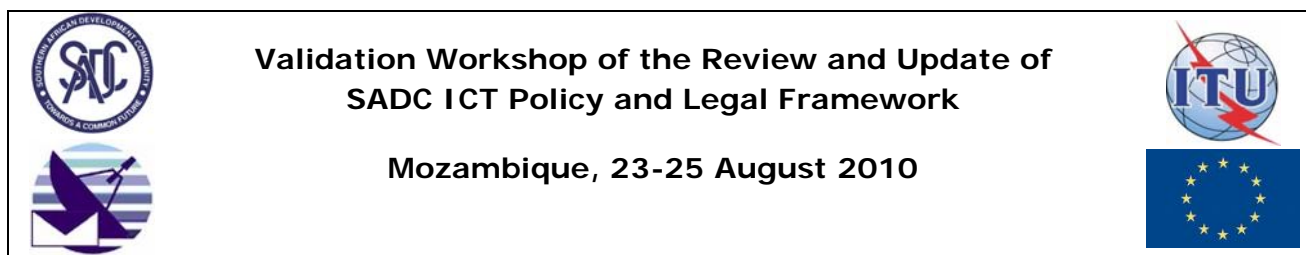
 	<p>Validation Workshop of the Review and Update of SADC ICT Policy and Legal Framework</p> <p>Mozambique, 23-25 August 2010</p>	 
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Preliminary Agenda

1. Introduction to the workshop programme and overview of the status of HIPSSA Project's activities in Southern Africa
2. Summary presentations of board evolutions and specific changes (as presented and discussed at SADC technical meeting of Sub-Sectoral Committee on Communications, ICT and Postal held in Johannesburg from 8 to 10 March 2010), followed by presentations of the drafts
 - 2.1. The new SADC Policy Framework on Convergence of ICT.
 - 2.2. The revised article 10 of the SADC Protocol on Transport, Communications and Meteorology
 - 2.3. The updated SADC Regional ICT Policy and
 - 2.4. The updated SADC ICT Model Bill.
3. The revised SADC ICT Policy and Legal Framework within the context of international and regional trends, national best practices and experiences in related policies and legislation.
4. Organisation of subsequent specific sessions to discuss the drafts as identified above:
 - 4.1. The new SADC Policy Framework on Convergence of ICT.
 - 4.2. The revised article 10 of the SADC Protocol on Transport, Communications and Meteorology
 - 4.3. The updated SADC Regional ICT Policy and
 - 4.4. The updated SADC ICT Model Bill.
5. Reviews by the session's rapporteurs of the emmendements to the above listed drafts and preparation of comments, suggestions and proposals.
6. Presentations to the plenary by the session's rapporteurs of their comments, suggestions and proposals. Plenary discussions on these proposals, and incorporation of agreed modifications into the drafts; adoption of the final drafts for presentation to the SADC Ministers in charge of Communications, ICT and Postal
7. Conclusions
8. Any other business

The full agenda with a short description of the content of each session will be sent to participants before the event.

Annex II



General Information

Objectives of the Workshop

The objectives of the Workshop are to:

1. Review, discuss, reach a consensus on and validate the drafts prepared by a HIPSSA team of regional and international experts:
 - 1.1. New SADC Policy Framework on Convergence of ICT.
 - 1.2. Revised article 10 of the SADC Protocol on Transport, Communications and Meteorology (hereafter Protocol on TCM) in the form of amendments as well as of a separate annex,
 - 1.3. Updated SADC Regional ICT Policy and
 - 1.4. Updated SADC ICT Model Bill.
2. Allow participants at the workshop to better understand the issues and options relating to the development of the updated SADC regional policy and legal framework and to share this understanding with colleagues in their home countries.

Participants

The workshop is addressed to relevant government bodies, regulators, service providers, civil society, private sector, and regional organizations concerned with ICT legislation from the following SADC member states and HIPSSA beneficiary countries: Angola, Botswana, Democratic Republic of Congo, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Kingdom of Swaziland, United Republic of Tanzania, Zambia, and Zimbabwe.

Participants at the meeting will include designated national focal points to SADC Sub-Sectoral Committee on Communications, ICT and Postal, representatives of CRASA members to the Specialized Committee on Legal and Policy, as well representatives of the following regional organisations SADC Secretariat, CRASA Secretariat, SATA Secretariat and persons from government bodies responsible for drafting country legislation relating to the areas of work, specifically telecommunications, ICT, information society and broadcasting. Other interested persons may also participate as active observers.

Once again, we request you to kindly coordinate with all relevant government bodies and other institutions in your country to send appropriate representatives concerned with drafting legislation on ICT to participate in the workshop.

Participants are kindly requested to widely share the draft documents prepared by the ITU-EC HIPSSA experts, which are available in electronic format on ITU website and on CD-Rom included

in this correspondence with all relevant government bodies and stakeholders within the private sector and the civil society in their countries.

The working documents for the workshop are available here:

http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/activities/sa-1_en.html

Participants will be expected to have carefully studied these documents and to come well-prepared for the workshop deliberations. Written questions, comments and suggestions on these documents are most welcome prior to the event, to allow the project team to better prepare its presentations and responses to the issues that will be raised at the workshop.

Active participation during the workshop will be essential to promoting issue-based discussions and achieving the concrete outcomes needed to guide the project implementation.

Pre-Registration and Fellowships

Online pre-registration is required for all participants. The pre-registration form can be located at the following website:

http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?_eventid=4000063

The deadline for online pre-registration is Monday, 2nd August 2010.

A maximum of two full travel fellowships will be made available by ITU to participants from each of the abovementioned SADC member states and HIPSSA beneficiary countries in the region, the first one will be allocated to a representative of the Ministry in charge of ICT with preference given to the already designated SADC ICT Focal Points and the second one to a representative of the regulator with preference given to the usual contributor to CRASA Specialized Committee on Legal and Policy. Selected fellowships will also be made available to relevant regional organizations.

Participants receiving ITU fellowships will be provided with a return economy class ticket by the most direct/economical route to Maputo, Mozambique, from their home countries as well as a Daily Subsistence Allowance (DSA) per night spent in Maputo, Mozambique. This DSA is intended to cover all of the participant's costs of accommodation, meals, local transportation, communications and incidentals. Fellowships will only be offered to those persons who will participate over the entire duration of the event.

To apply for a fellowship, please print, complete and sign the Fellowship Request form attached to this letter. The Fellowship Request form must then be signed and stamped by the relevant approving officer of your administration. It must then be scanned and sent as an email attachment to the corresponding ITU Fellowships Service (email: bdtfellowships@itu.int, Tel: +41 22 730 5095) with copy to the HIPSSA Project Team (email: hipssa@itu.int Tel: +251 11 551 49 77) and to the SADC Secretariat (Ms. Thapelo Mosalagae-Montsusi Tel: +267 3951 863 Ext 6050, Email: tmosalagae@sadc.int).

The deadline for applying for fellowships is Thursday, 5th August 2010.

Requests received after this deadline will be considered only on a best effort basis. *Candidates applying for fellowships must have previously completed the pre-registration process described above.*

Workshop venue

The venue for the workshop will be the Hotel VIP, Maputo, Mozambique

Tel: +258(0)2 135 1000

Fax: +258 (0) 21 351 001 URL:

<http://www.viphotels.com/en/Hoteis/VipGrand/VipGrandMaputo/OHotel.aspx>

Participants may stay at the accommodation of their choice. However, in order to facilitate participants' access to the workshop, the event hotel venue will also be the recommended location for their accommodation. Participants wishing to stay at this hotel should make their reservations directly.

Documents

The preliminary agenda is shown in Annex I. In the spirit of efficiency and economy, the event will rely on web transmission of documents. The workshop documents and other relevant information – including practical and administrative information for participants at the workshop – will be available on the website and will be emailed respectively to all participants.

Annex III



Validation Workshop of the Review and Update of SADC ICT Policy and Legal Framework



Mozambique, 23-25 August 2010

Please return to: **Planning, Budget and Administration
(PBA) - ITU/BDT
Geneva (Switzerland)**

**E-mail : bdtfellowships@itu.int
Tel: +41 22 730 5095
Fax: +41 22 730 5778**

Request for a fellowship to be submitted by 5th August 2010

Participation of women is encouraged

Country	_____		
Name of the Administration or Organization	_____		
Mr. / Ms.	_____	_____	_____
	(family name)		(given name)
Title	_____		
Address	_____		

Tel	_____	Mobile tel	_____
Fax	_____		
e-mail	_____		
PASSPORT INFORMATION :			
Date of birth	_____		
Nationality	_____	Passport number	_____
Date of issue	_____	In (place)	_____
		Valid until (date)	_____

BENEFITS & CONDITIONS

1. Maximum 2 fellowships per eligible country – one for a ministry's representative and one for a regulator's representative, and. Also relevant regional bodies.
2. Fellowship provides for one return economic class airticket by the most economical route plus a daily allowance to cover accommodation, meals and incidental expenses: lunches provided separately.
3. Fellows must be present during the whole event, from first day to last day of the workshop.
4. Candidate must have pre-registered online.

Signature of fellowship candidate _____ Date _____

TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature: _____ Date: _____