CAPACITY BUILDING WORKSHOP

ON

GUIDELINES AND TOOLKIT ON UNIVERSAL SERVICE AND ACCESS

DRAFT AGENDA AND WORKING PROGRAMME

21-22 JUNE 2012

LIBREVILLE, GABON

The objective of the meeting is to share the experience gained during the development of the Guidelines and the Toolkit on Universal Service and Access, with the support of the ITU in the framework of the ITU-EC HIPSSA project.

Day 1 (June 21)	
09.00-10.30	**Opening Ceremony** • Opening remarks, Ms. Ida Jallow, HIPSSA Senior Project Coordinator • Welcome remarks, Mr. Andrew Rugege, Head, ITU Regional Office for Africa • Remarks, CRASA • Remarks, African Union Commission • Key note address, Honourable Minister, Ministry of Information Communication Technology, Gabon
10.30-10.45	Coffee Break
10.45-12.30	**Session 1: Overview of the current situation** Presentation, ITU Experts • Measurement of the Access Gap on the Continent having regard to the rate of penetration in the different regions • Mechanisms to close the Access Gap - Regulation, Licensing, Competition, Spectrum • Universal Access and Service Financing in Sub Saharan Africa - the different models and mechanisms • The rate of establishment, the different models and the utilization of Universal Access and Service Funds on the Continent • Question & Answer Session
12.30-14.00	Lunch

14.00-15.15	**Session 2: The SADC and CRASA Experience: Overview** Presentation, CRASA/SADC
	• An assessment of the current situation • The drafting of a set of guidelines • The human capacity building component • Methodology of the HIPSSA Project - Presentation, Ms. Ida Jallow, HIPSSA Senior Project Coordinator
15.15-15.30	Coffee Break
15.30-17.00	**Session 3: The CRASA/SADC Experience: The Potential Options** Presentation, ITU Experts
	• An overview of the main challenges faced by the stakeholders including different contributors to the Fund • The assessment of regional and international best practice. How much money has been collected so far under these schemes? Universal Service Fund: How much of this amount has been effectively implemented? • A range of different approaches to management of Universal Access Fund • Question & Answer Session
	Session 4: The CRASA/SADC Experience: A Detailed Presentation Presentation, ITU Experts
	• Presentation of the guidelines • Presentation of the Toolkit • Discussion of the Guidelines and the Toolkit

Day 2 (June 22)

09.00-10.30	**Session 1: In-depth Analysis of Case Studies: Country I** Moderators, ITU experts
	• Presentation by the country I • Round table discussions • Lessons learned
10.30-10.45	Coffee Break
10.45-12.00	**Session 2: In-depth Analysis of Case Studies: Country II** Moderators, ITU experts
	• Presentation by the country II • Round table discussions • Lessons learned
12.00-14.00	Lunch

14.00-15.30	**Session 3: In-depth Analysis of Case Studies: Country III** Moderators, ITU experts • Presentation by the country III • Round table discussions • Lessons learned
15.30-15.45	Coffee Break
15.45-16.30	**Session 4: The Way Forward** • Presentation of the conclusions - Presentation, ITU experts • Discussions on the way forward and potential additional activities to be undertaken by Member States and Regulators with the support of ITU on Universal Service and Access and the Toolkit to increase penetration levels in Africa generally - Presentation, Ms. Ida Jallow, HIPSSA Senior Project Coordinator
16.30-17.00	**Closing Ceremony**