General Information

Capacity Building Workshop

Regulatory auditing and cost Modelling

19-23 August 2013

(Banjul, Gambia)

Objectives of the Workshop

Today networks and services are undergoing major transformation moving away from circuit based communication, be it fixed or mobile, to ubiquitous packet based services. Within the framework of its joint project with the EU, ITU is ready to respond to the needs of HIPSSA beneficiaries its members by providing regional organization with an up-to-date review of regulatory practices in their respective regions identifying trends on which they could build a common approach on regulatory auditing and cost modeling. Based on this assessment, updated training material has been developed, delivered and embedded into the respective networks of regional associations of regulators and ITU Centers of Excellence to ensure a sustainable mechanism of delivery.

This training workshop's objectives are the following:

- Understanding price regulation and market analysis in the context of the competitive provision of electronic communications services.

- Price controls and its relation to cost modeling, accounting and regulation.

- Regulatory auditing, accounting separation and cost modelling.

- Options for cost model development accounting standards, concepts and key assumptions.

- Cost model development in practice: process of building a cost model.

- Review of existing public available cost models in the region and beyond, model comparisons and future challenges.

Outcomes

The final report of the assessment study has been completed.

Outputs of the assessment study have been used to update and customize the training material already available at the ITU. Some hands-on exercises will be made available on the basis of the challenges faced

in each region and the selection of cost models and data sets publicly available in the regional and beyond.

Implementation

This activity shall cover all sub-Sahara Africa and have three main phases:

Assessment study

1) <u>First phase:</u> Development of regional assessment studies on costing strategies and cost model related processes (development, data collection and application) using as references ITU publications (ITU-T Study Group 3 outputs and recommendations, etc.), ICT Regulation Toolkit, previous training material (RME, CoE, etc.) and past experience on cost modeling and regulatory auditing. In this first phase, data collection has been conducted through surveys and interviews (based on a common template) with regulators and operators and trend analysis. The study has been divided geographically into four regions as defined by the African Union (AU): West Africa, Central Africa, East Africa and Southern Africa.

2) <u>Second phase:</u> Consolidation of the regional studies' findings in a final report providing an overview of the whole Sub-Sahara Africa, identifying best practices (from the region and beyond) and presenting the conclusions and recommendations of national experiences' comparative analysis across the region and beyond.

A team of five experts completed the study. This team includes a senior international expert in charge of the team coordination (project management) and also an international subject matter expert and one regional expert for each of the following regions: West Africa, Central Africa, East Africa and Southern Africa.

Capacity Building

3) <u>Third phase:</u> regional capacity building includes preparation of training material taking in to account the regional assessment studies and best practices developed in phase 1 and 2. This material will be delivered in face-to-face five days training workshop in one language at a time and this workshop will be the first French one for French speaking ECOWAS AND ECCAS member states.

The training will be based on "ITU expert-level training for regulatory authorities and operators on network cost modelling " level I and II materials that will be customized to the needs of each region taking into account specific request from the HIPSSA project's beneficiaries (REC, RRA and MS) and will be free for them to use. For more details about the issues covered by the training material outline see Annex 3.

These series of regional capacity building workshops will be organized in each of the identified region in partnership with the regional beneficiaries of the HIPSSA project (REC[1], RRA[2] and their respective

---

[1] Regional Economic Communities: ECOWAS (& UEMOA), ECCAS (& CEMAC), EAC, COMESA, IGAD and SADC

[2] Regional Regulators' Associations: WATRA, ARTAC, ARICEA, EACO and CRASA

members) and each time it is possible with the ITU CoEs[3] (if they can't convene they will be invited and the participation of their trainers will be sponsored), taking into account the language challenges. For more details about the series of workshops see Annex 4.

Participants

The workshop is addressed to relevant government bodies, regulators, operators service providers, civil society, private sector and regional organizations involved in policy making and implementation of ICT cost modelling and Regulatory auditing.

Participants at the meeting will include designated national focal points to on Communications, ICT and Postal, representatives of ECOWAS and ECCAS members involved with cost modelling and regulatory auditing and persons from government bodies responsible for national policy making and policy implementation 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 universal service and access policy making and implementation 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 with all relevant government bodies and stakeholders within the private sector and the civil society in their countries.

Participants will be expected to have carefully studied these documents and to come well-prepared for the workshop deliberations. We kindly request participants to bring along electronic and/or hard copies of all relevant policy papers, pieces of legislation, regulations and licences in order to consolidate the database which is put together by the consultants and to be released on CD-Rom at the end of the workshop. Written questions, comments and amendments to these documents are most welcome prior to the event to allow the ITU experts to better prepare their 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/ITU-D/projects/ITU_EC_ACP/hipssa/events/2013/Costing/Gambia.html
or http://www.itu.int/online/regsys/ITU-D/workshop/edrs.registration.form?_eventid=4000157

 The deadline for online pre-registration is 27 May 2013.

A maximum of two full travel fellowships will be made available by ITU to participants from each of the abovementioned member states and HIPSSA beneficiary countries in the region, these fellowships will be allocated to representatives of the Regulatory Authority in charge of ICT with preference given to the already designated people who deal with costing in their everyday duties preference being given to the focal points at the assessment phase of this activity. 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 Gambia, from their home countries as well as a Daily Subsistence Allowance (DSA) per night spent in Gambia. 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 e-mail attachment to the corresponding ITU Fellowships Service (E-mail: bdtfellowships@itu.int, Tel: +41 22 730 5095) with copy to the HIPSSA Project Team (E-mail: hipssa@itu.int Tel: +251 11 551 49 77).

The deadline for applying for fellowships is Monday, 23 May 2013.

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 at **Coco Ocean Resort and Spa, Bijilo**.

Participants are advised to stay at the accommodations listed in the attached information sheet. However, in order to facilitate participants' access to the workshop, ANAC will negotiate the above accommodation rates with hotels very close to the conference venue. Participants wishing to stay at any of the listed hotels should make their reservations directly.

Documents

The tentative work programme is shown in Annex II. 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 ITU website and will be emailed to all participants completing the online pre-registration**.**

http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipssa/events/2013/Costing/Gambia.html