

INTERNATIONAL TELECOMMUNICATION UNION

*Telecommunication
Development Bureau*



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Date: 18 November 2008

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To :

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For your reply:

Contact: Mr. Sandro Bazzanella
ITU-EC Project Manager

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Subject: **Invitation to the Launching Meeting for the project on "Support for Harmonization of ICT Policies in Sub-Sahara Africa (HIPSSA)", Addis Ababa, 11-12 December 2008**

Dear Sir,

The International Telecommunication Union (ITU) is pleased to invite your organization to participate in the Planning Meeting to **launch the HIPSSA Project**, aimed at supporting harmonization of ICT policies, legislation and regulatory procedures in Sub Sahara Africa. **The meeting will take place in Addis Ababa on 11-12 December 2008.**

The Sub Sahara Africa project is part of a global ITU/EC project encompassing Africa, the Caribbean and the Pacific Islands (ACP), supported by the European Commission (EC). The project is currently being launched and will have a duration in the field of approximately three years.

Countries in Sub Sahara Africa are at different stages in the liberalisation of their telecommunications sectors and different approaches have been used. While some commonalities exist, the policies, legislation and regulatory practices reflect the different experiences and circumstances in each region. The HIPSSA project is intended to address these issues and assist Sub Sahara Africa countries in adopting a more harmonized approach to ICT policy, legislation and regulation taking account of these experiences and of best practices in the region and around the world.

Mr. Sandro Bazzanella, the ITU-EC Project Manager, and Mr. Jean-Francois Le Bihan, Project Coordinator for Sub-Sahara Africa are responsible for the organisation of this meeting. The proposed areas to be covered include:

- ICT competition policy, legal and regulatory frameworks
- Licensing and scarce resources management (numbering and frequencies),
- Universal access and universal service
- Interconnection and cross-border roaming
- Technical and financial auditing
- Pricing and costing models
- Dispute settlement

- Cyber-security
- Market data collection and information sharing

This critical meeting will give stakeholders an opportunity to better understand the scale and scope of the project, finalise the areas covered by this project and adopt a work plan in respect of the activities to be undertaken. We are hoping to have your presence at this important meeting. Your contribution will be vital to clarifying and making more precise the scope, focus and modalities of implementation of the project.

I am confident, given the dynamic nature of the ICT sector, that the activities to be undertaken in Sub-Saharan Africa through this project will bring significant benefits and we would encourage you to make a presentation on past, ongoing or future harmonization efforts in your region, which would greatly assist the participants in identifying the key issues that should be primarily covered by this project.

Participants are requested to register on line for the event no later than **25 November 2008**: http://www.itu.int/ITU-D/projects/ITU_EC_ACP/index.html. Mr. Le Bihan is currently preparing the relevant documentation in French and English, the two working languages of this project. These documents will be sent to the registered participants two weeks ahead of the meeting. In the meantime, you can contact him directly should you require any further clarification or additional information concerning this project. (E-mail: jean-francois.lebihan@itu.int, Tel.: +251 11 551 4855, Fax: +251 11 551 7299).

I look forward with pleasure to collaborating with you on this and other matters related to ICT.

Yours sincerely,

[original signed]

Sami Al Basheer Al Morshid
Director

Annexes: - Preliminary Agenda (Annex I)
 - Pre-Registration and Fellowship Application (Annex II)

Annex I



Planning Meeting for the HIPSSA Project Addis Ababa, 11-12 December 2008



Preliminary Agenda and Program

Objectives

- Confirm with beneficiaries their priorities and the order in which they should be addressed
- Confirm planning and implementation steps
- Explicit which contribution is expected from each stakeholder
- Assess similar projects and establish collaboration and coordination
- Agree on project's operational procedures and structure

Thursday 11 December 2008

9.00 to 10.00

Opening Ceremony

10.00 to 11.00

HIPSSA Project Presentation

Coffee break

11.30 to 13.00

Overview of past, ongoing and planned regional initiatives on harmonization of ICT policies, legislation and regulation

Presentations by and roundtable with REC's representatives

Lunch break

14.30 to 15.00

Presentation of current issues in telecom regulation in the world and relevant initiatives led by the BDT

14.30 to 16.00

Regulatory issues in the sub regions and specific regulators needs in terms of harmonization like roaming, frequency management, etc.

Presentation by and roundtable with sub-regional regulators associations

Coffee break

16.30 to 18.00

Determination of regional relevance and priorities of selected topics

Presentation of the draft document provided two weeks in advance

Review of REC and associations comments, amendments and requests

20.00 to 22.00

Diner

Friday 12 December 2008

9.00 to 9.30

Finalisation of the document and project priorities

9.30 to 10.45

Presentation on information flows and definition of national and regional focal points responsibilities

ITU

Discussion on expectations from stakeholders, their commitments to contribute and HIPSSA commitment to support interaction between regional initiatives

Agreement on the level of cooperation between projects

Coffee break

11.15 to 12.30

Discussion on consultation procedures, validation workshops and statutory meetings schedule

Input by REC on legal basis, regional specificities in decision and law making processes and past experiences

Agreement on calendar

Lunch break

13.30 to 14.30

Discussion on best practices for national appropriation of harmonized frameworks, national transposition challenges and expectations in terms of human and institutional capacity building

Experience sharing among REC, regulators associations, national representatives, partner organizations and ITU

14.30 to 15.30

Lecture of draft memorandum of understanding and final statement

15.30 to 16.30

Final cocktail

Annex II



**Planning Meeting for the HIPSSA Project
Addis Ababa, 11-12 December 2008**



Pre-Registration and Fellowship Applications

Meeting participation is open to all HIPSSA stakeholders, regional economic and monetary communities, national administrations, sub-regional associations of regulators, regional association of operators and manufacturers and associates in the ITU Africa region, as well as other interested stakeholders, including representatives from the civil society, international organizations and the European Commission.

The number of delegates from an organisation is not limited. Ideally an organisation should send at least one representative involved in the ICT regulatory harmonisation on subjects listed in the bullet points above.

Participants are requested to register on line for the event no later than 25 November 2008: http://www.itu.int/ITU-D/projects/ITU_EC_ACP/index.html

Subject to the availability of funds, a selected number of fellowships will be available for confirmed participants if duly authorised by their corresponding administration. Due to budgetary constraints, the beneficiaries of a fellowship may have to contribute partly to the costs of the fellowship. Countries requesting fellowship may contact Mr. Jean-François Le Bihan, ITU Regional Office for Africa, Addis Ababa, Ethiopia, by telephone: +251 11 551 4977 or by e-mail: jean-francois.lebihan@itu.int.

Registration and fellowship requests are available exclusively online using the **meeting registration and fellowships form** available at the above web link. If access was not technically feasible, processing of paper-based registration will be considered on exceptional basis.

All the practical information is available on the web site.