



SMART SUSTAINABLE DEVELOPMENT MODEL INITIATIVE

TERMS OF REFERENCE FOR THE

Working Group on the Regulatory toolkit and guidelines

1. Scope and Objective

The Working Group on the regulatory toolkit and guidelines is a sub-group of the Smart Sustainable Development Model Initiative Advisory Board to which it provides input. The Working Group is tasked with identifying and compiling regulatory measures and guidelines that will serve as a basis for both the development and the smooth transborder movement of telecommunications equipment into affected countries during emergencies and facilitate the contribution of ICTs in disaster management and sustainable development processes.

2. Activity

The working group will, among other things:

- i. identify key stakeholders and their respective roles,
- ii. assess the needs, gaps and existing mechanisms and tools to develop concrete actions to facilitate the smooth transborder movement of telecommunications equipment into affected countries during emergencies,
- iii. identify concrete actions to create a policy and regulatory environment to facilitate the development and the smooth transborder movement of telecommunications equipment into affected countries during emergencies,
- iv. Create a capacity building program for regulators and policy makers based on the toolkit to further raise awareness,
- v. Research, gather, report and make available online a toolkit of best practice regulatory measures fostering the development and the smooth transborder movement of telecommunications equipment into affected countries during emergencies,

- vi. Identify key messages to motivate policy makers to adopt these best practice regulatory measures to provide rapid response when disaster strikes,
- vii. draft a detailed work plan,
- viii. In doing so, identify and carry out the activities that will support the implementation of the work plan.

3. Membership

Members of the working group serve in their individual capacity and any interested Board Member can participate in the work of the group and any other working group. Third parties may also be invited to participate on the basis of their potential contribution to the Working Group's activities.

4. Methods of Work

The Working Group will determine its own methods of work, including time for consideration of requests, preparation and conduct of its tasks. Activities of the group will be coordinated and led by the leading Board Member who was designated during the Advisory Board meeting. In principle, the working group will carry out its work by electronic means, using conference calls etc.

5. Secretariat and Administrative Support

Within available resources, ITU will provide the administrative and secretariat support required by the working group, including record keeping, distribution of documents and SharePoint related services.