

INTERNATIONAL TELECOMMUNICATION UNION

Telecommunication Development Bureau



Place des Nations
CH-1211 Geneva 20
Switzerland

Telephone +41 22 730 5111
Telefax Gr3: +41 22 733 7256
Gr4: +41 22 730 6500

Date: 8 September 2010

Page 1/7

Ref: BDT/PRI/DM-346

To : ICB4PAC Project Country Focal Points,
Regulators, and other Stakeholders

For your reply:

Contact: Mrs. Gisa Fuatai Purcell
ITU-EC Project Coordinator for the Pacific

E-mail: fuatai.purcell@itu.int
Tel.: +679 3220 285 Fax: +679 3220 346

Subject: Invitation to the ICB4PAC Workshop for Universal Access and Services Policies in the Pacific 6-8 October 2010

Dear Sir/Madam,

Following the planning meeting in Nadi, Fiji in November 2009, and the start of the first phase of the ICB4PAC project in January 2010, the International Telecommunication Union (ITU) is pleased to invite your organization to participate at the **workshop for Universal Access and Services** which will take place on **6-8 October 2010 in Apia, Samoa** in partnership with the Government of Samoa.

The Capacity building and ICT, Regulatory and Legislative Frameworks for Pacific Island countries (ICB4PAC) is a sub-project of the global ITU-EC project encompassing Sub Sahara Africa, the Caribbean and the Pacific Group of States (ACP) supported by the European Commission (EC). All the information related to the project is available at the following address:

http://www.itu.int/ITUUD/projects/ITU_EC_ACP/icb4pis/index.html

More specifically, **the objectives of this workshop are:**

1. To formally present the findings of "Assessment of the Present Situation for Universal Access and Services" in the Pacific Island countries;

2. To solicit inputs from ICT stakeholders regarding the main findings including regional best practice for Universal Access and Services policy;
3. To discuss and agree on common principles of Universal Access and Services policy for the region;
4. To endorse the above assessments report, policy principles and jointly define the future activities.

Mrs. Gisa Fuatai Purcell, ITU-EC Project Coordinator for the Pacific, is currently preparing the relevant information and will transmit it to your Administration in due time. In the meantime, you may contact her directly should you require any further clarification or additional information concerning this forum. (E-mail: fuatai.purcell@itu.int Tel.: + (679) 322 0285)

The Preliminary Agenda, Registration and Fellowship Form, are attached. The information note will be sent to you in due course.

I sincerely hope that you will be able to participate in this important meeting which will be crucial to the success of the project.

Yours faithfully,

[Original signed]

Sami Al Basheer Al Morshid
Director

Annexes: Annex: I - Preliminary Agenda, Universal Access and Services
Annex: II - Registration and Fellowship Form

Annex I – Draft Agenda



PRELIMINARY AGENDA

Universal Access and Services Assessment in Pacific Islands

Apia, Samoa

6-8 October 2010

The objectives are to formally present and discuss the Assessment of the present situation of Universal Access and Services; to solicit inputs from ICT stakeholders regarding the main findings including regional best practice, and to define jointly the future activities arising out of the Assessment report.

Day 1 (Wednesday, 6.9.2010)	
0900 - 0930	Opening Session – Welcome and MC (OTTR) TBC <ul style="list-style-type: none">• Opening Prayer – TBC• Mrs. Gisa Fuatai Purcell, Opening Remarks ICB4PAC Project Coordinator, ITU• Ian Thompson, Opening Session Speech SPC• Hon. Tuilaepa Sailele Malielegaoi, Prime Minister – Key note Address
0930-0945	COFFEE BREAK
0945-1030	Session 1: Overview and Introduction - Facilitator , Mr. C. Maberly (ITU Expert) Objective: To provide an overview of the workshop. This session will then set the scene by explaining the traditional role of Universal Access and Services (UAS) and the international context for UAS.
1030-1230	Review of concrete examples in the Pacific where UAS has been successfully implemented.
1230-1330	LUNCH BREAK
1330-1500	Session 2: Case studies– Facilitator , Mr. C. Maberly (ITU Expert) Objective: To discuss the UAS policy based on the above concrete examples in order to identify general common principles for UAS policy. Working groups depending on the number of participants.

1500-1515	COFFEE BREAK
1515-1615	Continue Session 2: Group Presentations and discussions
1615-1630	Closing Day 1: Mrs. Gisa Fuatai Purcell, ITU and Mr. Donnie Defreitas, Office of the Regulator, Samoa
Day 2 (Thursday, 7.09.2010) Facilitator – Mr. C. Maberly, ITU Expert	
0900-1030	<p>Session 3: What is Universal Access and Services? Objective: Based on the Day 1 outputs, to agree in plenary session on the drivers of UAS policy taking into account the industry and society changes reflecting the civil society expectations, liberalization and technology convergence.</p> <p>Tonga and Vanuatu (TBC): presentation of experiences on developing UAS arrangements and the process for implementing UAS.</p>
1030-1045	COFFEE BREAK
1045-1230	<p>Session 4: Best Practices</p> <ul style="list-style-type: none"> To identify and explain best practice principles for the administration of UAS, in particular the structure of a UAS policy, and funding mechanisms. This session will also discuss the importance of documented procedures and rules governing the administration and use of UAS. PNG (TBC): presentation of experience in developing UAS funding and administration Samoa (Mr. Donnie Defreitas): presentation of the experience in Samoa.
1230-1330	LUNCH BREAK
1330-1500	<p>Session 5: ITU Pacific Study July-Sept 2010</p> <p>Objective: To discuss the key results and trends evident in the assessment of the UAS policies that are currently in situ and the conclusions and recommendations for improvement in the study. In this session the workshop participants will be divided into working groups (WGs).</p> <p>Session 6: Working Group Session A</p>
1500-1515	COFFEE BREAK
1515-1715	<p>Session 7: Working Group Session B</p> <p>Closing Day 2: Mr. Donnie Defreitas, Office of the regulator, Samoa.</p>

Day 3 (Friday, 8.09.2010) Facilitator – Mr. C. Maberly, ITU Expert

0900 - 1030

Session 8: Plenary Session

Objective: To share the experience and outputs of the WGs on the key access issues that UAS policy must cover and how the UAS policy can address these issues. Each presentation will be the start of a highly participative discussion involving the whole workshop.

COFFEE BREAK

1045-1215

Session 9: Proposed Structure of a UAS Policy

Objective: To discuss a model structure of a UAS policy taking into account existing policies available in the region. Participants will have the ability to build a model UAS policy that can be used as a starting point by those countries with no UAS policies thus far, using the outcome of the WG activities.

1215-1315

LUNCH BREAK

1315-1500

Session 10: Next Steps

Objective: To define jointly future activities and discuss assessment report

1500-1515

COFFEE BREAK

1515-1615



Session 11: Discuss Draft Workshop Report and any amendments to the Assessment Report

Objective: To summarize and conclude the three days using the draft Workshop Report, endorse the assessment report, agree on topics for future training initiatives and regional activities on UAS.

1615-1630

Mr. Donnie Defreitas, Samoa, **Mrs. Gisa Fuatai Purcell** – ITU-D

Annex II - Registration and Fellowship Form

	<p>ICB4PAC Workshop Universal Access and Services APIA, SAMOA 6-8 October 2010</p>	
Please return to:	<p>Planning, Budget and Administration (PBA) ITU/BDT Geneva (Switzerland)</p>	<p>E-mail : bdtfellowships@itu.int Tel: +41 22 730 5487 / 5095 Fax: +41 22 730 5778</p>
Request for a fellowship to be submitted before (15 September 2010)		
Participation of women is encouraged		
<p>Country _____</p> <p>Name of the Administration or Organization _____</p> <p>Mr. / Ms. _____</p> <p style="margin-left: 40px;">. (family name) (given name)</p> <p>Title _____</p> <p>Address _____</p> <p>_____</p> <p>Tel.: _____ Fax _____</p> <p>e-mail _____</p> <p>PASSPORT INFORMATION :</p> <p>Date of birth _____</p> <p>Nationality _____ Passport number _____</p> <p>Date of issue _____ In (place) _____ Valid until (date) _____</p>		
<p>CONDITIONS</p> <ol style="list-style-type: none"> 1. One fellowship per distribution list. 2. One return ECO class air ticket by the most direct/economical route. 3. A daily allowance to cover accommodation, meals and incidental expense 4. Imperative that fellows be present first day/end of the workshop. 		
Signature of fellowship candidate _____		Date _____
<p>TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.</p> <p>Signature: _____ Date: _____</p>		

- 1.** Pre-registration for this event will be exclusively on line. Please click [here](#) and complete the registration form. If you have problems, email Gisa on Fuatai.purcell@itu.int Registration will also be conducted at the venue from 8:00 to 8:45am from 4-8 October 2010.
- 2.** Name Badges & Admittance: Name badges will be available at the Registration Desk during registration. Name Badges are required for access to the meeting venue.
- 3.** Please complete fellowship below according to instructions and return it bdtfellowships@itu.int before or by the deadline noted below.