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

For your reply:

Contact: Mr. Sandro Bazzanella
ITU-EC Project Manager

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**Subject: Invitation to the ICB4PAC Workshops for Licensing and Numbering,
Rarotonga, Cook Islands, 23-27 August 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 **workshops for Numbering and Licensing** which will take place on **23-24** and **26-27 August 2010**, respectively, in **Rarotonga, Cook Islands** in partnership with the Government of Cook Islands. Additionally, you are also informed that a separate workshop on ICT Policy and Internet Governance is co-organised with the Diplo Foundation on 25 August 2010.

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/ITUD/projects/ITU_EC_ACP/icb4pis/index.html

More specifically, **the objectives of these workshops are:**

1. To formally present the findings of "Assessment of the Present Situation for Licensing and Numbering including Number hi-jacking" in the Pacific Islands countries;

2. To solicit inputs from ICT stakeholders regarding the main findings including regional best practice for Licensing and Numbering;
3. To endorse the above Assessments reports and define jointly 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 Administrations 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 Agendas, Registration and Fellowship forms, and Participant information are attached.

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: I – Preliminary Agenda, Numbering Workshop
II – Preliminary Agenda, Licensing Workshop
III – Information for Participants

Annex I - PRELIMINARY AGENDA

Numbering Workshop

Rarotonga, Cook Islands

23-24 August 2010



The objectives are to formally present and discuss the Assessment of the present situation of Numbering and Number Misappropriation or hijacking; to solicit inputs from ICT stakeholders regarding the main findings including regional best practice for Numbering; and to define jointly the future activities arising out of the Assessment report

Day 1 (Monday, 23.8.2010)

0900 - 0930	Opening Session – Mr. Mac Mokoroa, MC <ul style="list-style-type: none">Opening Prayer – Rev. Lelei Patia, CCC, Cook IslandsMr. Sandro Bazzanella, Welcome and Opening Remarks Global ITU-EC Project Manager, ITU-DMrs. Maureen Hilyard, Opening Session Speech Diplomacy Foundation and Pacific Islands Chapter of ISOCKey Note Address – Hon. Prime Minister, Jim Marurai Government of Cook Islands
0930-0945	COFFEE BREAK
0945-1045	Chairperson: Mrs. Gisa Fuatai Purcell, ITU Facilitator: Mr. Mathew O'Rourke, ITU Expert Session 1: Overview and introduction Objective: To provide an overview of the two day program and the study report and its findings. This session will then set the scene by explaining the traditional role of, the international context for numbering in particular the significance of ITU Recommendation E.164, and the significance of the structure of telephone numbers.
1045-1200	Session 2: The ITU Pacific Study of Numbering and management of numbering as a national resource Objectives: <ul style="list-style-type: none">To discuss the key results and trends evident in the assessment of Numbering and Number Misappropriation that are currently in practice, and the conclusions and

	<p>recommendations for improvement in the study.</p> <ul style="list-style-type: none"> To understand the roles and methods involved in the management of numbering resources at a national level. This session will explore common principles underpinning national numbering policies and the role of national numbering plans and how they differ from dialing plans. The role of numbering plan managers will also be examined, with a special focus on the importance of legislative mandates and how to manage the transition of role of numbering plan manager from the incumbent operator to an independent regulator. Mr. Donnie Defreitas, Regulator for Samoa will present the experience of the Caribbean and Samoa on development of Numbering plan and resources.
1200-1300	LUNCH BREAK
1300-1500	<p>Session 3: Numbering administration and best practice</p> <ul style="list-style-type: none"> Objective: To identify and explain best practice principles for the administration of numbering resources, in particular the organization of numbering plans, the structure of number ranges, and the process for number assignment. This session will also discuss the importance of documented procedures and rules governing the administration and use of numbers. Mr. Charles Punaha Director General of PANGTEL, PNG will present PNG experience on its numbering administration arrangements and the process for changing numbering practices. The session will conclude with a summary outline of how to implement a numbering change.
1500-1515	COFFEE BREAK
1515-1615	<p>Session 4: Reviewing and changing numbering practices</p> <ul style="list-style-type: none"> Objective: To understand how to identify a need for a major change to existing numbering practices and plan and manage that change. In this session the workshop participants will be divided into three or four groups that will each work through a hypothetical exercise about a major change to a national numbering plan. In their groups, the workshop participants will discuss how they will plan and manage the change, with a view to identifying the key steps in the process and the risks that may need to be managed. Following this exercise, Mr. John Crook, Regulator for Vanuatu will share its experience on transition of Numbering to the Regulator
1700-1715	<p>Closing Day 1:</p> <p>Q & A</p> <p>Closing Remarks: Mr. Sandro Bazzanella</p>

Day 2 (Tuesday, 24.08.2010)

0900 - 1030	<p>Chairperson: Mr. Sandro Bazzanella</p> <ul style="list-style-type: none"> Summary of Day One – Mr. Matt O'Rourke, ITU Expert <p>Session 5: The problem of number misappropriation</p> <ul style="list-style-type: none"> Objective: To understand the nature of the problem of number misappropriation, how it occurs, options to resolve the problem, and its implications for affected countries. Mr. Bwanouia Abreaam, Regulator for Kiribati will share the Kiribati experiences
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	with the misappropriation of numbers. Case studies of the action taken by Australia and Ireland will also be considered.
1030-1045	Coffee Break
1045-1200	<p>Session 6: Strategies for detecting, correcting and preventing number misappropriation</p> <ul style="list-style-type: none"> Objective: To identify and explore options to deter number misappropriation, identify early any incidences of number misappropriation, and resolve incidences of number misappropriation and the possible responses to it by other countries (such as blocking of country codes). Mr. John Crook, Regulator for Vanuatu, will present on how they addressed the recent case of number misappropriation, and their ideas for a regional strategy address the problem.
1200-1300	LUNCH BREAK
1300-1500	<p>Session 7: Numbering, naming and addressing in the future</p> <ul style="list-style-type: none"> Objective: To provide an overview of the some of the issues and challenges associated with the management of numbering and other similar resources that are likely to be faced in the near future. This session will explain some of the issues involved in the management of the country code top level domain names (ccTLDs) and the similarities and differences from the management of numbering resources. Mr. Opetaiia, ICT Director (Tuvalu) will present on its unique approach to the management of the dot tv ccTLD. This session will also look at some of the challenges for the management of numbering resources in the context of Next Generation Networks and provide an introduction to ENUM.
1500-1515	COFFEE BREAK
1515-1615	<p>Session 8: Identifying Next Steps concerning Numbering</p> <ul style="list-style-type: none"> Objective: To identify the aspects of numbering that workshop participants think will require further training and developmental support, and the options available to satisfy them. In this session, the skills development matrix will be introduced and discussed. Workshop participants will be divided into groups reflecting the maturity of their telecoms sectors and will identify the common issues on which they believe they require further training and support.
1615-1730	<p>Session 9: Discuss Draft Workshop Report and any amendments to the Assessment Report</p> <ul style="list-style-type: none"> Objective: To summarize and conclude the two days and gain some agreement among workshop participants regarding further changes to the assessment report, and agree on topics for progress training initiatives and regional activities on numbering administration, and number misappropriation. The draft workshop report will be presented for discussion by participants An update on progress on other ICB4PAC Topics will also be provided. <p>Closing Mr. Mac Mokoroa, Cook Islands Mr. Sandro Bazzanella – ITU-D</p>

Annex II - PRELIMINARY AGENDA

Licensing Workshop

Rarotonga, Cook Islands

26-27 August 2010



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

26 AUGUST (Day-1) WORKSHOP - LICENSING ASSESSMENT IN THE PACIFIC	
1015-1030	Opening Session – Licensing Workshop <ul style="list-style-type: none">• Mr. Sandro Bazzanella, ITU-D• Mr. Mac Mokoroa, Cook Islands
1030-1130	Session 1: LICENSING – PRINCIPLES AND INTERNATIONAL BEST PRACTICE <p>Objective: To understand the drivers of licensing practice and policy as the industry and society have changed through rising expectations, liberalization and convergence, together with the need to drive better performance from all service providers.</p>
1130-1300	Session 2: THE ITU PACIFIC STUDY OF MAY-JUNE 2010 <p>Objective: To discuss the key results and trends evident in the assessment of the licensing regimes that are currently in situ (and in some cases planned for imminent implementation) and the conclusions and recommendations for improvement in the study.</p> <ul style="list-style-type: none">• Mr. Donnie Defreitas, Regulator, (Samoa) is invited to give a presentation of Samoa’s approach to licensing (15 min.)
1300-1400	LUNCH BREAK

1400-1530	<p>Session 3: WORKING GROUP SESSION A</p> <p>Objective: To examine practical issues that affect licensing in the Pacific and to develop options for improvement, taking account of the ITU Study. In this session the workshop participants will be divided into 3 or 4 working groups (WGs) based on the characteristics of their licensing regime and will be charged with the task of developing options for improving the outcomes of the sector through improved or different approaches to licensing.</p>
1530-1545	COFFEE BREAK
1545-1645	<p>Session 4: WORKING GROUP SESSION B</p> <p>Objective: To continue the WG approach to improvements through improved licensing commenced in Session 4 (WG Session A). In this session the emphasis will be on assessing the options that the WG developed in the previous session and of fine-tuning the arguments and presentation.</p>

27 AUGUST (Day-2)
WORKSHOP - LICENSING ASSESSMENT IN THE PACIFIC

0900-0915	<p>Session 5: PROGRESS CHECK</p> <p>Objective: To check on how much progress each WG has made in developing and assessing the options menu for licensing that is best for countries with the characteristics represented in the WG. A decision will need to be taken on how much more preparation if any is needed.</p>
0915-1015	<p>Session 6: WG PRESENTATIONS TO THE PLENARY WORKSHOP</p> <p>Objective: To share the experience and outputs of the WGs on options for improvement through licensing. Each WG will have up to 15 minutes to present their views. Each presentation will be the start of a highly participative discussion involving the whole workshop.</p>
1015-1045	COFFEE BREAK
1045-1200	<p>Session 6: WG PRESENTATIONS TO THE PLENARY WORKSHOP (continued)</p> <p>Objective: To share the experience and outputs of the WGs on options for improvement through licensing. Each WG will have up to 15 minutes to present their views. Each presentation will be the start of a highly participative discussion involving the whole workshop.</p>
1200-1230	<p>Session 7: SUMMARY OF LESSONS LEARNED VIA THE WG EXPERIENCE</p> <p>Objective: To wrap up the WG exercise and review the key issues and lessons that have come out of the exercise and the following discussion.</p>

1230-1330	LUNCH BREAK
1330-1530	<p>Session 8: LICENSING- COUNTRY CASE STUDY</p> <p>Objective: This session will provide one or more detailed case study presentations on licensing. It will be followed by an open forum for countries to input without more formal presentations. In this session, invited speakers will present case studies from 3 countries as follow:</p> <p>Mr. Charles Punaha, Director General, PANTEL, will present the Licensing regime in PNG (15 minutes)</p> <p>Mr. John Crook, Regulator (Vanuatu), will present the Licensing experience of Vanuatu (15 minutes)</p> <p>Mr. Nick Williams, Regulator (Solomon Islands) will present the Licensing approach in the Solomon Islands (15 minutes)</p>
1530-1545	COFFEE BREAK
1545-1645	<p>Session 9: THE NEXT STEPS – ITU IN-COUNTRY LICENSING SUPPORT PROGRAMME and DRAFT WORKSHOP REPORT</p> <p>Objective: To outline the in-country licensing and policy support programme planned to be undertaken in the Pacific over the later months of 2010 and 2011. The draft workshop report will also be discussed in this session.</p> <p>WORKSHOP CLOSE</p> <p>Mr. Mac Mokoroa, Cook Islands</p> <p>Mr. Sandro Bazzanella, ITU-D</p>

Annex III – Information for Participants

Rarotonga, Cook Islands

23-27 August 2010



- 1. Venue:** The meeting will be held at Edgewater Hotel, Avarua, Rarotonga, Cook Islands.
- 2. Accommodation:** The local organizers will make all hotel bookings. Please email Mrs. Pua Hunter on pua@pmoffice.gov.ck and give her your arrival and departure dates and the type of room you want to book. The cost of the rooms discounted by the Cook Island Government is NZ\$140.00. Sharing rooms is available also at the same cost.
- 3. Fellowships:** ITU will provide fellowships please complete the fellowship form below on number 16 and email it to bdtfellowships@itu.int and copy Mrs. Gisa Fuatai Purcell on email Fuatai.purcell@itu.int **The deadline for fellowship applications is 23 July 2010.**
- 4. Travel:** ITU will organize for direct and most economical routing. This can include transiting; each delegation will have to ensure it has the required visas and/or paperwork.
- 5. Non-ACP countries:** Delegates from non-Pacific ACP countries, other developing partners and stakeholders are welcome to attend at their own cost.
- 6. Registration:** All registrations for the workshops are done on line. Please click on this link http://www.itu.int/cgi-bin/htsh/edrs/ITU-D/workshop/edrs.registration.form?_eventid=4000062 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 23 – 26 August 2010.
- 7. Name Badges & Admittance:** Name badges will be available at the Registration Desk during registration. Name Badges are required for access to the meeting venue.
- 8. Dress:** Casual Business Attire, Aloha/Island Shirts are recommended.
- 9. Transportation and Transfer from Airport to Hotel:** Arrivals/departures – Staff of the Prime Minister's office will pick up everyone from the airport to the hotel and back – Delegates who are self funding their participation are required email their itineraries to Mrs. Pua Hunter on her email noted in number 2 above.
- 10. Visa and Immigration Requirements:** All travelers to Cook Islands must have a valid passport for at least three months of the date of arrival. No visa is required for stays for less than 31 days, provided you have a return ticket. However, if you are travelling via NZ or Australia, you need to have a valid visa to these countries.

- 11. Climate:** Cook Islands has a tropical warm climate and cooler in the month of July - August; temperatures ranging between 26-30 degrees Celsius; lightweight cotton and linen clothing is recommended with warmer clothing for the evening.
- 12. Electricity:** Electricity voltage is 240 volts with pin configuration similar to Australia, NZ and most European countries. You are advised to take along your universal adaptor if you are from the USA, Europe, Japan or any other country with dissimilar pin configurations and voltages.
- 13. Currency:** The currency of the Cook Islands is the New Zealand dollar. International Banks operating in the Cook Islands are Westpac, ANZ Banking Group, Banktec (Cook Islands) Ltd. Capital Security Bank Limited. Major Credit Cards accepted at the hotel and other major outlets and ATMs.
- 14. Time:** Local time is GMT - 10hrs (a day behind NZ).
- 15. Contact Persons**

LOCAL CONTACT

Mrs. Pua Hunter
Director, ICT Division
Ph: +682 25494 ext 812
Mobile: +682 56165
Email: pngamata@pmo.gov.ck

ITU CONTACT

Mrs. Gisa Fuatai Purcell
Project Coordinator
Ph: +679 3312600, Fax: +679 3220 346
Mobile: +679 958 3059
Email: fuatai.purcell@itu.int

16. Fellowship Form as mentioned on number 3 above

Please print the form below to apply for a fellowship if you are eligible.



**ICB4PAC Workshop on Numbering and Licensing
RAROTONGA, COOK ISLANDS
23-27 August 2010**



Please return to:

**Planning, Budget and
Administration (PBA)
ITU/BDT**

E-mail : bdtfellowships@itu.int

Tel: +41 22 730 5487 / 5095

Geneva (Switzerland)

Fax: +41 22 730 5778

Request for a fellowship to be submitted before (23 July 2010)

Participation of women is encouraged

Country _____

Name of the Administration or Organization _____

Mr. / Ms. _____

(family name)

(given name)

Title _____

Address _____

Tel.: _____

Fax _____

e-mail _____

PASSPORT INFORMATION :

Date of birth _____

Nationality _____

Passport number _____

Date of issue _____

In (place) _____

Valid until (date) _____

CONDITIONS

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 _____

TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature: _____

Date: _____