



**Telecommunication
Development Bureau (BDT)**

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Subject: **Invitation to the ICB4PAC Regional Workshop on Developing a Universal Access and Services Policy; Kiribati, 2-7 June 2011**

Dear Sir/Madam,

The International Telecommunication Union (ITU), with the support of the Government of Kiribati and the funding of the European Union, is pleased to invite you to the regional workshop on **Developing a Universal Access and Services (UAS) Policy to be held in Kiribati, 2-7 June 2011.**

Following on from the assessment of the present situation of UAS in the ACP member countries of the Pacific that was finalized in October 2010, the recipient countries agreed that the next will be to assist each country that has no UAS policy in developing its own.

The objectives of this workshop are:

1. To review the key principles of UAS policy;
2. To develop guidelines on developing a UAS policy;
3. To develop guidelines on setting up Universal Access Funds and principles of operating such funds;
4. To examine the overall policy context and relationship of a UAS policy to other policies.

Mrs. Gisa Fuatai Purcell, ITU-EC Project Coordinator for the Pacific, is currently preparing the relevant information which will be forwarded to your Administrations in due time. In the meantime, you may contact her directly should you require additional information concerning this workshop. (E-mail: fuatai.purcell@itu.int Tel.: + (679) 322 0285).

The Preliminary Agenda, Fellowship Application Form and Registration Information, are attached. The Participant information 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]

Brahima Sanou
Director

Copy: Mrs. Eun-Ju KIM, Head, ITU Regional Office for Asia and the Pacific

Annexes: Annex: I - Preliminary Agenda, Concepts and Techniques of developing a UAS Policy
Annex: II - Fellowship Application Form
Annex: III - Registration Information

Annex I – PRELIMINARY AGENDA



Concepts and Techniques of Developing a Universal Access and Services Policy

Tarawa, Kiribati
2-7 June 2011



Description: The objectives are to review existing UAS models and identify elements that are suitable for the Pacific Island countries, develop guidelines for developing a Universal Access and Services (UAS) Policy, and to develop guidelines on setting up a UAS fund including the principles of operating such a fund.

Day 1 PM (Thursday, 2.6.2011)	
1200-1230 1230-1300	<p>Session 1: OPENING SESSION Registration Opening Session Welcome Remarks by ITU Opening Remarks by the Government of Kiribati</p>
1300-1400	LUNCH BREAK
1400-1530	<p>Session 2: OVERVIEW of UNIVERSAL ACCESS AND SERVICES POLICY Objective: To understand the general aspect of Universal and Access policy. The session will cover the basics of the following issues:</p> <ul style="list-style-type: none"> • What is UAS? • Origins of UAS • Concepts of UAS and definitions • Characteristics of UAS • The three hallmarks of UAS
1530-1545	COFFEE BREAK
1545-1745	<p>Session 3: RATIONALE AND BEST PRACTICE FOR A UAS POLICY Objective: To understand the rationale (challenges and opportunities for ICT4D) behind UAS policy, regional and international best practice and integration of UAS for ICTS with other national policies and programmes.</p>
Day 2 (Friday, 3.6.2011)	
0900-1030	<p>Session 4: DRIVERS FOR UAS POLICY Objective: Having learnt the principles of UAS, this session is for participants to learn the trends and qualities of institutions and people who are most suitable and can effectively implement a UAS policy to achieve national ICT goals that will benefit citizens of a country especially those living in rural communities.</p>
1030-1045	COFFEE BREAK
1045-1230	Session: 5 MARKET GAPS AND UAS POLICY

	<p>Objective: To understand the areas identified as UAS areas that can be reached by the market e.g. urban poor and those areas where a distinctive set of policies and strategies which together yield an integrated universal access and service (UAS) programme.</p> <p>Session 6: GROUP EXERCISE Participants will break into groups to identify the ICT challenges in the Pacific Islands that can be addressed by a UAS policy, the national goals that will be achieved by UAS, the economics of UAS and the qualities of institutions or people to drive the implementation of UAS.</p>
1230-1300	LUNCH BREAK
1330-1530	<p>Session 7: UAS POLICY FRAMEWORK Objective: This session will involve looking at the Pacific Island countries that have already developed a UAS policy followed by a Q&A session with discussions in order for those islands that have not yet developed UAS policy to understand the rationale behind developing UAS policy in these countries. Presentations: PNG, Vanuatu</p>
1530-1545	COFFEE BREAK
1545-1700	<p>Session 8: UAS POLICY DEVELOPMENT: A CASE STUDY Objective: To understand the process these countries went through in developing their UAS policy and the link of this policy to other ICT legislation and regulations. Presentations: Samoa, Tonga</p>
Day 3 (Monday, 6.6.2011)	
0900-1030	<p>Session 9: FINANCING OF UAS Objective: To understand different options in financing UAS and also regional and best practices.</p>
1030-1045	COFFEE BREAK
1045-1230	<p>Session 10: UAS PROGRAMME DEVELOPMENT AND PRIORITIZATION Objective: This session will involve a review of best practices of UAS development and prioritizing including identifying the UAS areas, public consultations, setting the UAS fund and administration of the UAS fund. Since Vanuatu is the only country that has implemented its UAS policy, participants will learn of the current situation in Vanuatu. Presentations: Vanuatu</p>
1230-1330	LUNCH
1330-1530	<p>Session 11: COMPETING FOR UAS SUBSIDIES Objective: This session will focus on best practices on developing criteria for applicants for a UAS contract, selection process and people involved in the selections, and awarding of the contracts to the winning bids, and developing the Terms of references. Vanuatu will present its experience. Presentations: Vanuatu</p>
1550-1545	COFFEE BREAK
1545-1700	<p>Session 12: BASIC STRUCTURE OF A UAS POLICY Objective: To understand the best practices in structuring a UAS policy. The structure will take into account what has been discussed in previous sections including best practices. The expert will lead this session with input from Samoa, Vanuatu, PNG and Tonga.</p>

Day 4 (Tuesday, 7.6.2011)	
0900-1030	<p>Session 13: BASIC STRUCTURE OF A UAS POLICY CONT'D and GROUP WORK Objective: To continue on from session 12. Participants will break up into groups to discuss and recommend text for key sections of the Structure.</p>
1030-1045	COFFEE BREAK
1045-1230	<p>Session 14: PRESENTATIONS BY GROUPS Objective: To present the findings by each group on the preferred text for the main sections of the structure of a UAS policy.</p>
1230-1330	LUNCH
1330-1530	<p>Session 15: FINALIZATION OF THE STRUCTURE OF A UAS POLICY Objective: This session will involve a review the structure presented by the expert based on the group presentations in session 14. Participants will discuss and agree on the structure which will be used by each country to develop their own UAS policy.</p>
1550-1545	COFFEE BREAK
1330-1530	<p>Session 16: DRAFT WORKSHOP REPORT Objective: This session will look at the draft workshop report. The Expert will present the format and key sections of the draft workshop report. Participants will agree on the format.</p> <p>Session 17: WARP UP SESSION Objective: In this session, the expert will present a summary of the week's workshop including rationale and best practices for UAS Policy, as well as the agreed structure of a UAS policy.</p> <p>Session 18: WORKSHOP OFFICIAL CLOSING Gisa Fuatai Purcell Government of Kiribati TBC</p>

Annex II – FELLOWSHIP APPLICATION FORM

	<p>ICB4PAC Workshop for Concepts and Techniques of developing a Universal Access and Service Policy</p> <p>Tarawa, Kiribati 2-7 June 2011</p>	
Please return to:	Planning, Budget and Administration (PBA) ITU/BDT, Geneva (Switzerland)	E-mail : bdtfellowships@itu.int Tel: +41 22 730 5487 / 5095 Fax: +41 22 730 5778
Request for a fellowship to be submitted before (<u>13 May 2011</u>)		
	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 full fellowship per participant according to 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 during the whole 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: _____		

Annex III – REGISTRATION INFORMATION

1. 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=4000088 and complete the registration form.

Should you have any problems, please contact Mrs. Gisa Fuatai Purcell at Fuatai.Purcell@itu.int

Registration will also be conducted at the venue from 12:00 to 12:30 am on 2 June 2011.

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.