

BRIEF MEETING NOTES CWIC

TYPE OF MEETING	Conference Call
FOCUS OF MEETING	To discuss next steps for CWIC after Launch at CANTO 2014
PRESENT	Regenie Fraser, Secretary General, CANTO Jennifer Britton, Deputy Programme Manager ICT4D, CARICOM Maxine Barnett, Consultant, Maxine Barnett Consulting Teresa Wankin, Operations Manager, CANTO
DATE OF MEETING	12 September 2014

Introduction:

The conference call marked the second in a series of calls that will be embarked upon leading up to the establishment of CWIC Working Committee after the launch at CANTO 2014. The following items were discussed and actions arose:

Items Discussed	Actions/Status	Resource	Completion Date
<p>1. <u>Introductions</u> Regenie opened the meeting with acknowledgment of the attendees and thanking Jennifer for the CWIC next steps document which was to be discussed. Jennifer thanked Maxine for the report on the launch.</p>			
<p>2. <u>CWIC as a Working Committee of the Board</u> It was decided that the CWIC will be established as a working committee of the Board. Terms of Reference will be drafted for the next Board of Directors Meeting scheduled for November.</p>	<ul style="list-style-type: none"> • Seek approval for establishment of committee • Develop TOR • Send existing committees TORs to all. • Recommend that Regenie and Jennifer be the Chair and Vice Chair of the Committee respectively • 	<p>Regenie Maxine Regenie Regenie</p>	<p>30 October 1 October 15 Sept 30 October</p>

Items Discussed	Actions/Status	Resource	Completion Date
<p>3. Focus CWIC will remain within the remit of CANTO with a regional focus and interface with the national agenda for the various nations and a point person identified eventually. While CWIC is a forum for women, men will not be excluded from same</p>	<p>The following persons have expressed their interest to be part of the committee Carol Barnett – BTC Patricia Walters – BTC Jennifer suggested that ITU, and from CARICOM CTU,CKLN, and CBU also be invited to be part of the committee</p>	<p>Regenie</p>	<p>1 October</p>
<p>4. Activities Identified for the first year CWIC Portal on CANTO website CWIC Logo competition Girls in ICT Day 2016 Patrons nomination Define Membership</p>	<ul style="list-style-type: none"> • Portal Identify specifications/template for Portal • Logo competition Design and deliver logo competition for youths (schedule for launch in January with unveiling in July) • Get theme for Girls in ICT 2015 • Consider Deputy Secretary General of CARICOM and Director of Tourism, Belize • Define Membership (CANTO Membership and Caribbean ICT Stakeholders) • Establish drop box for working documents 	<p>Tricia Jennifer</p> <p>Tricia</p> <p>Teresa All</p> <p>Regenie</p> <p>Teresa</p>	<p>15 October 1 October</p> <p>20 Dec</p> <p>15 Sept 1 Oct</p> <p>1 October</p> <p>1 October</p>

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5. <u>Documents to be circulated and uploaded on website and drop box</u>	The following documents will be circulated and uploaded on the website <ul style="list-style-type: none"> • Report on the launch • List of projects • List of participants • Pictures of Launch • Press releases from BTC & Columbus • Media Release CANTO 2014 	Circulate – Regenie Website – Tricia Dropbox – Teresa	17 Sept 17 Sept 17Sept
6. <u>Programme for CWIC July 2015</u>	Draft programme for CWIC for CANTO 2015	Regenie	9 Oct
7. <u>Next meeting</u>	Schedule next meeting between the 1 st and 9 th of October Develop meeting Agenda	Teresa	30 Sept

Port of Spain
 Trinidad
 12 September 2014-09-12