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| **CANTO AGM logo** | **29th Annual General Meeting &****CANTO IDB Broadband Infrastructure Inventory and Public Awareness in the Caribbean Project Launch** | **tsttlogoalone (2)** |

**4th – 5th February 2013,**

**Hyatt Regency, Trinidad & Tobago**

**Co-hosted by: Telecommunication Services of Trinidad & Tobago (TSTT)**

**DRAFT PROGRAMME OF ACTIVITIES**

**Sunday 03rd February 2013**

| **Time** | **Event** | **Location** |
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| 1:00 pm – 5:00 pm  | **REGISTRATION/CANTO SECRETARIAT** | **Diamond**  |

**Monday 04th February, 2013**

| **Time** | **Event** | **Location** |
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| 8.00 am – 9:00 am | **Marketing and Communications Committee Meeting** | **Topaz** |
| 9:00 am – 10:00 am | **Regulations and Emerging Technologies Committee Meeting** | **Jade**  |
| 8:00 am – 9:00 am | **Financial Advisory Committee Meeting** | **Diamond**  |
| 10.00 am –11:00 am | **Disaster Preparedness Committee Meeting** | **Ruby** |
| 9.00 am – 10:00 am | **Human Resource Committee Meeting** | **Sapphire** |
| 11:00 am – 3:00 pm | **BOARD OF DIRECTORS MEETING** | **Board Room** |
| 5:00 pm – 6:00 pm | **Press Conference** | **Regency VI** |
| 6:00 pm – 7:00 pm | **Opening Ceremony*** National Anthem
* CANTO Song
* Opening Prayer
* Welcome Remarks: ***Mr. George Hill, Ag. CEO, TSTT***
* Opening Remarks: ***Ms. Regenie Fräser, Sec Gen, CANTO***
* Remarks: ***Mr. Dirk Currie, Chairman, CANTO Board of Directors***
* Address: ***Hon. Min. Nizam Baksh, Ministry of Public Utilities***
* Feature Address: ***Hon. Rupert Griffith***, on behalf of Prime Minister of Trinidad and Tobago
* Cultural presentation
* Vote of Thanks: ***Mrs. Karen Bevans, Vice Chair, CANTO***
* Group Photo Session
 | **Regency IV**  |
| 7:00 pm - 9:00 pm | **EXHIBITION VIEWING & COCKTAIL RECEPTION****Sponsored By: TSTT** | **Regency IV** |

**Tuesday 05th February, 2013**

| **Time** | **Event** | **Location** |
| --- | --- | --- |
| 9:00 am – 5:00 pm | **Exhibition Viewing** | **Regency IV**  |
| 9:00 am – 9:15 am | **Annual General Meeting Proceedings** **29th Annual General Meeting** OpeningMr. Dirk Currie, CANTO Chairman |  |
| 9:15 am – 9:30 am | Confirmation of Minutes of the 28th Annual General Meeting |  |
| 9:30am – 9:45 am | Matters Arising from the 28th AGM Minutes |  |
| 9:45 am – 10:15 am |  **COFFEE BREAK & EXHIBITION VIEWING** | **Regency III Foyer** |
| 10:15 am – 10:50 am | **Presentation of Committee Reports**Disaster Preparedness – *Howard Mollison*Financial Advisory– *Helma Etnel*Marketing and Communications – *Julian Wilkins*Human Resources *- Linus Rogers* Regulations and Emerging Technologies – *Melesia Sutherland – Campbell* |  |
| 10:50 am – 11:00 am  | CANTO As a Roaming Hub *– E. Jay Saunders* |  |
| 11:00 am – 11: 15 am | **Secretariat Report 2012**Ms. Regenie Fräser, Secretary General, CANTO |  |
| 11:15 am – 11:30 am | **Presentation of CANTO IDB Broadband Infrastructure Inventory and Public Awareness in the Caribbean (BIIPAC) Project** Ayanna Samuels, BIIPAC Regional Coordinator |  |
| 11: 30 am – 12:00 | **Chairman’s Report 2012**Mr. Dirk Currie, CANTO Chairman |  |
| 12:00 – 1:00 pm |  **LUNCH** | **Jade**  |
| 1:00 pm – 1:15 pm | **Presentation of Audited Financial Statements for the year ended 2011/2012:**Mr. Davidson CharlesTreasurer, Board of Directors |  |
| 1:15 pm – 1:30 pm | **Resolution to Adopt the Audited Financial Statements for the year ended 2011/2012**Camille ProvidencePannell Kerr Forster |  |
| 1:30 pm – 1:45 pm | **Resolution to Appoint Auditors 2012/2013**Mr. Davidson Charles Treasurer, Board of Directors |  |
| 1:45 pm – 2:15 pm | **Presentation of the 2012/2013 Budget**Mr. Davidson Charles Treasurer, Board of Directors |  |
| 2:15 pm – 2:30 pm | **Election of Officers** |  |
| 2:30 pm – 2:45 pm | **Announcement of Host and venue for 2014 AGM** **Regenie Fräser, Secretary General, CANTO** |  |
| 2:45 pm – 3:15 pm | **COFFEE BREAK** | **Regency III Foyer** |
| 3:15 pm – 5:15 pm  | **Technology Update** **Chaired by: Julian Wilkins, CANTO Director** * **Quality of Customer Experience and Network Performance -** *Stephen King, iXanos*
* **The Mobile Ecosystem -** *Ruben Medina, Syniverse Technologies*
* **Number Portability** *– Dexter Boswell Inniss Telecommunication Authority of Trinidad and Tobago (TATT)*

**Questions and Answers**  |  |
| 7:00 pm – 9:00 pm | **Cocktails** | **Regency I, II, III & Foyer** |

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| \\CANTOSVR1\RedirectedFolders\ldieffenthaller\My Documents\LOGOS\canto-logo.gif | **BROADBAND INFRASTRUCTURE, INVENTORY & PUBLIC AWARENESS IN THE CARIBBEAN (BIIPAC)** | C:\Users\Teresa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\primary_logo_en.png |
| **Official Project Launch****5th – 7th February, 2013**Hyatt Regency Hotel, Port of Spain, Trinidad and Tobago |

**Draft Agenda**

**Tuesday 5th February, 2013**

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| 7:00 pm – 9:00 pm | Welcome Reception & Cocktails **Venue: Regency I, II, III & Foyer** |

**Wednesday 6th February, 2013
Venue: Regency IV**

| **Time**  | **Event**  |
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| 9:00 am | Welcome, Project Purpose and Background - ***Regenie Fräser, CANTO Secretary General*** |
| 9:25 am | General overview of Status of Broadband and the Work the IDB is Pursuing in the Region - ***Antonio Garcia Zaballos, Telecommunications Lead Specialist, IDB*** |
| 9:50 am | Address – ***Minister Rupert Griffith, Minister of Science and Technology*** |
| 10:10 am | Questions & Answers (from media and other stakeholders) ***- Ayanna Samuels, BIIPAC Regional Coordinator*** |
| **10:30 am** | **COFFEE BREAKVenue: Regency III Foyer** |
| 10:45 am | BIIPAC Project Components and Scope Chaired by: ***Dirk Currie, Chairman, CANTO Board of Directors*** |
| 11:00 am  | Component 1: **Broadband diagnosis and infrastructure maps**  Presentation- ***Javier Marin, IDB Consultant*** |
| 11:15 am  | Component 1 Discussion |
| 11:40 am  | Component 2: **Review of the regulatory and institutional frameworks and current sector trends**Presentation - ***Glenda Medford, Managing Director, GemFord Consultancy Services Ltd.*** |
| 11:55 am  | Component 2 Discussion |
| 12:20 pm  | Component 3: **ICT awareness and capacity building in the Caribbean**  Presentation - ***Hopeton Dunn, Professor of Communications Policy and Digital Media, University of the West Indies, Mona, Jamaica***  |
| 12:35 pm  | Component 3 Discussion |
| **1:00 pm** | **LUNCH Venue: Jade**  |
| 2:05 pm | Component 4 : **Public policy and regional recommendations for the design of national broadband strategies** Presentation***- Atiba Phillips, Managing Director, InfoCom Technologies (ICT) Ltd.***  |
| 2:20 pm | Component 4 Discussion |
| 2:45 pm | Project Deliverables and Milestones  |
| 3:45 pm | Proposed Steering Committee  |
| 4:15 pm | Presentation of Technical Committee  |
| 4:45 pm | Review Terms of Reference for Steering Committee |
| 5:15 pm | Review Terms of Reference for Technical Committee |
| 5:45 pm | Closing  |

**Thursday 7th February, 2013**

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| **Time**  | **Event**  |
| 9:00 am | Review of Component Deliverables |
| 10:00 am | **COFFEE BREAK****Venue: Regency III Foyer** |
| 10:20 am | Review & Update of Terms of Reference for Components |
| 11:20 am | Review of Draft Project Plan |
| **12:20 pm** | **LUNCH Venue: Regency II** |
| 1:20 pm | Review & Update of Draft RFP for Components’ Consultants |
| 2:20 pm | Approval of Work Plan and Project Roster |
| 4:00 pm | Closing |