

Notes from the First BIIPAC Steering Committee Meeting

Dates of Meeting: July 14 & 16, 2013

LOCATION: Renaissance Aruba Resort, Aruba

The meetings were held during the 29th staging of CANTO's Conference and Trade Exhibition

1. Attendees for Jul 14, 2:00 pm – 3:30 pm Steering Committee (SC) Meeting:

1. Ayanna Samuels, BIIPAC Regional Coordinator
 2. Regenie Fraser, Secretary General, CANTO
 3. Karen Bevans - Vice Chair of the Board of Directors of CANTO and Chairperson of the BIIPAC SC
 4. Hon. Minister Falisie Pinas, Suriname
 5. Hon. Minister Darcy Boyce, Barbados
 6. Reginald Bourne, Chief Telecommunications Officer, Barbados
 7. Olivia Leigh-Campbell, Ministerial Representative, Jamaica
 8. Viviana Ricardo, Ministerial Representative, Dominican Republic
 9. Opal Neil, Representative for Columbus Communications
 10. Melisia Sutherland-Campbell, Representative for LIME
 11. Julian Wilkins, Representative for Digicel
 12. Hon. Alvin Da Breo – Minister with responsibility for Communications, Works, Physical Development, Public Utilities and ICT, Grenada
 13. Nathalia Foditsch, IDB representative
- Apologies were received from Trinidad and Tobago, Guyana, Haiti, Belize, the Bank of Nova Scotia Trinidad & Tobago, the Caribbean Development Bank and Mr. John Reid from Columbus Communications in relation to both the Jul 14 and 16, 2013 SC Meetings.

2. BIIPAC RECENT UPDATES

1. Ms. Samuels informed the gathering that there was interest in adding six OECS states to the BIIPAC project. These 6 OECS countries are Antigua & Barbuda, Dominica, Grenada, St Kitts and Nevis, St Lucia and St Vincent & the Grenadines. She advised the group that the Compete Caribbean Fund is assisting with the planning for this possible addition and that she would keep them apprised.
2. Ms. Samuels also advised that BIIPAC was nearing its first drawdown, but that there were unforeseen administrative difficulties in working with the IDB T&T office

3. RATIFICATION OF TORs and OPERATING PROCEDURES of BIIPAC SC

See attached to note the agreed changes.

4. MODIFICATIONS MADE TO BIIPAC'S TORs AS A RESULT OF THE FEB 5 – 7, 2013 BIIPAC LAUNCH

See attached to note the changes that were agreed upon by the SC members.

5. FURTHER SUGGESTED CHANGES TO THE BIIPAC TERMS OF REFERENCE

See attached **Scope of Work** to note the changes that were agreed upon by the SC members.

6. Attendees for Jul 16, 2013 11:00 am to 1:00 pm SC Meeting:

1. Ayanna Samuels, BIIPAC Regional Coordinator
2. Regenie Fraser, Secretary General, CANTO

3. Karen Bevans - Vice Chair of the Board of Directors of CANTO and Chairperson of the BIIPAC SC
4. Hon. Minister Falisie Pinas, Suriname,
 5. Wendy Palas, Policy Officer, Ministry of Transport, Communication and Tourism, Suriname
 6. Hon. Minister Darcy Boyce, Barbados
 7. Reginald Bourne, Chief Technology Officer, Barbados
 8. Olivia Leigh-Campbell, Ministerial Representative, Jamaica
 9. Viviana Ricardo, Ministerial Representative, Dominican Republic
 10. Opal Neil, Representative for Columbus Communications
 11. Melisia Sutherland-Campbell, Representative for LIME
 12. Julian Wilkins, Representative for Digicel
 13. Hon. Alvin Da Breo – Minister with responsibility for Communications, Works, Physical Development, Public Utilities and ICT, Grenada
 14. Nathalia Foditsch, IDB representative

7. METHODOLOGY FOR TRACKING OF US\$30,000.00 PER COUNTRY, IN-KIND SUPPORT

It was decided that each country will keep a daily log of how long their respective experts spend with the project. This information will be gathered daily and compiled weekly by the respective Technical Committee (TC) representative of each country. The time log will then be shared with the BIIPAC Regional Coordinator (RC), Ayanna Samuels, within one week after the end of each month. **To-Do: In-kind support template to be shared by the RC**

8. BIIPAC DUE DILIGENCE:

Barbados

1. There is presently a consultant working up until Sept 30, 2013 on the legislation of Barbados's Telecoms Act. This is related to HIPCAR I which ends on Aug 31, 2013 and would be of relevance to Component 2.
2. Barbados has made advancements with aspects of Product 2 in Component 2, namely parts 2)c) i) ii) and iv). Barbados's Fair Trading Commission is using Long Range Incremental Costing (LRIC), as recommended by the WTO, to determine all their rates, such as termination rates, etc...
3. There are more areas of overlap with the BIIPAC project in general which will be summarized by Barbados and shared with the RC

Jamaica

1. Jamaica is making progress towards having a single converged ICT Regulator. Presently regulatory responsibilities are spread amongst the Spectrum Authority, Broadcasting Commission and the OUR. This is of most relevance to the deliverables under components 2 and 4.
2. Number Portability is also currently being worked on in Jamaica
3. A revised National Broadband Strategy is presently in train which would have bearing on Components 1 through 4
4. It is believed that further BIIPAC related work is also in train and as such Ms. Leigh Campbell will conduct further research and report to the RC accordingly.

Suriname

1. Broadband Strategy is not yet had so BIIPAC comes at a very opportune time for this country
2. Minister recommended that the BIIPAC Consultants liaise with all the country's operators and regulators

3. The country's Telecoms Authority is responsible for the implementation of Component 2
4. Suriname is currently working on an Online Electronic Communications Act. As a point of note, Cybercrime is getting particular focus in the work presently en train
5. Throughout the project's Suriname related work, the Minister appealed for special focus to be given to the interior, which is in most need of broadband related outreach

Dominican Republic

1. The Dominican Republic has made great headway as it concerns broadband mapping. Sample maps tracking broadband coverage to metrics such as population, etc. were shown by Mrs. Ricardo.
2. Ms. Ricardo also detailed that though the maps exist, they are now due for updating.
3. Further research will also be conducted on other possible areas of overlap created through work already conducted in the DR.

9. THE MEMBERS AND TORs OF THE BIIPAC TECHNICAL COMMITTEE

Please see the attached for the agreed changes.

10. RATIFICATION OF BIIPAC WORKPLAN AND BUDGET

It was clarified that the letter of agreement for this project was signed in March 2013 and the project will run for up to 24 months after this date.