|  |  |  |
| --- | --- | --- |
| C:\Users\CANTOCAN\AppData\Local\Microsoft\Windows\INetCache\Content.Word\canto-logo-Annual-General-Meeting.jpg | **32nd Annual General Meeting** **31st January – 2nd February 2016****BIIPAC Component 4 Workshop****3rd – 4th February 2016****Marriott Hotel****Port-au-Prince, Haiti** **Co-hosted by: DIGICEL** | Digicel Logo |

**DRAFT PROGRAMME OF ACTIVITIES**

**Saturday 30th January, 2016**

| **Time** | **Event** | **Location** |
| --- | --- | --- |
|  | **CANTO SECRETARIAT**  | **Kowosol** |
| 1:00 pm – 5:00 pm  | **REGISTRATION** | **Lobby Area** |
| 10:00 am – 5:00 pm | **129th Board of Directors Meeting**  | **Kayiman**  |
| 7:00 pm – 9:00 pm | **Hosting of Directors by Digicel Haiti** |  |

**Sunday 31st January, 2016**

| **Time** | **Event** |  |
| --- | --- | --- |
| 9:00 am – 4:00 pm | **REGISTRATION** | **Kowosol** |
| 5:00 pm – 5:45 pm | **Media Conference**  | **Ayizan 3** |
| 6:00 pm – 7:00 pm | **Opening Ceremony**Master of Ceremonies: Elon Parkinson, Digicel, Jamaica * Flag Show
* Opening Prayer
* National Anthem
* CANTO Song
* Opening Remarks: ***Mrs***. ***Teresa Wankin, Secretary General Ag., CANTO***
* Chairman Remarks: ***Mr. Julian Wilkins, Chairman, CANTO Board of Directors***
* ***Address: Mr. Jean Marie Guillame, General Director, CONATEL***
* ***Address: Mr. Carlos Caceres, Chief Executive Officer, Digicel Haiti***
* ***Feature Address: Honorable Minister Jacques Rousseau, Minister of Public Works, Transport & Communication***
* Cultural presentation
* Vote of Thanks: ***Ms. Rochelle Cameron, Director, CANTO Board***
* Group Photo Session
 | **Ayizan 1** |
| 7:00 pm - 9:00 pm | **COCKTAIL RECEPTION & EXHIBITION VIEWING****Sponsored By: Digicel, Haiti** | **Ayizan 1** |

**Monday 1st February, 2016**

| **Time** | **Event** | **Location** |
| --- | --- | --- |
| 8:00 am – 10:00 am | **Regulations and Emerging Technologies Committee Meeting** |  |
| 9:30 am – 10:30 am | **Technology Trends Committee Meeting**  |  |
| 10:30 am – 12:30 pm | **Disaster Recovery Planning Committee Meeting** |  |
| 8:00 am – 10:00 am | **Marketing and Communications Committee Meeting** |  |
| 9:30 am – 10:30 am | **Human Resource Committee Meeting** |  |
| 10:30 am – 12:30 pm | **Corporate Social Responsibility Committee Meeting** |  |
| 8:00 am – 9:30 am  | **Vendor/Supplier Committee Meeting**  |  |
| 11:00 am – 12:00 noon | **Financial Advisory Committee Meeting** |  |
| 1:00 pm – 2:00 pm | **LUNCH**  | **Ayizan 2+3** |
| 3:00 pm – 5:00 pm | **Presentation of Committee Chairs Report to the Board.** |  |
| 9:00 am – 4:00 pm  | **EXHIBITION VIEWING** |  |
| 6:45 pm  | **Monday Night Dinner Sponsored By DIGICEL HAITI** |  |

**Tuesday 2nd February, 2016:**

| **Time** | **Event** | **Location** |
| --- | --- | --- |
| 9:00 am – 12:00 PM | **The Paradigm Shift – Positioning the Caribbean Telecom Landscape****Chair: *Leon Williams, CANTO Director*** |  |
|  |  |  |
|  | * **Connecting the Dots: Finance and Operations in Telecoms**

 ***Don van Splunteren, Neptuno Networks*** * **Regional Opportunity to participate in Hack Summit Virtual Hackathon, *EJay, Saunders, DSS***
 |  |
|  | * **Cybersecurity & the Internet of Things, *Shernon Osepa, Internet Society***
 |  |
|  | * **Ayitic - Internet for Development in Haiti – *Kevon Swift, LACNIC***
 |  |
|  | * **IANA Stewardship Transition, and Regional Strategy Projects**, ***Albert Daniels, ICANN***
 |  |
|  | * **CANTO-ECLAC Project on Disaster Risk Management in the Caribbean Telecoms Sector, *Robert Williams, ECLAC***
 |  |
| 1:00 am – 12:00 pm | **LUNCH** |  |
| 1:00 pm – 1:00 pm | **Annual General Meeting Proceedings** **32nd Annual General Meeting** OpeningMr. Julian Wilkins, CANTO Chairman  |  |
| 1:10 pm – 1:15 pm | Confirmation of Minutes of the 30th AGM |  |
| 1:15 pm – 1:25 pm | Matters Arising from the 30th AGM Minutes |  |
| 1:25 pm – 1:50 pm | **Presentation of Committee Reports*** **Disaster Recovery Planning** – *Heather Wallen-Bryan*
* **Financial Advisory** – Mrs. *Helma Etnel*
* **Marketing and Communications** – Mr. *Joseph Samuel*
* **Human Resources** *- Mr. Linus Rogers*
* **Regulations and Emerging Technologies** – Mrs. *Melesia Sutherland – Campbell*
* **Corporate Social Responsibility** *– Mrs. Teresa Wankin*
* **Vendors/Suppliers Committee Meeting-** *Mr. Benny Grogan*
* **Technology Trends Committee -**
 |  |
| 1:50 pm – 2:00 pm | **Secretariat Report 2015**Mrs. Teresa Wankin, Ag. Secretary General, CANTO |  |
| 2:00 pm – 2:10pm | **Presentation of CANTO IDB Broadband Infrastructure Inventory and Public Awareness in the Caribbean (BIIPAC) Project** Ms. Ayanna Samuels, BIIPAC Regional Coordinator |  |
| 2:10 pm – 2:40 pm | **Coffee Break** |  |
| 2:40 pm – 2:55 pm | **Chairman’s Report 2015**Mr. Julian Wilkins, CANTO Chairman |  |
| 2:55 pm – 3:15 pm | **Review of Bylaws****Mr. Charles Carter, CANTO Director** |  |
| 3:15 pm – 3: 25 pm | **Presentation of Audited Financial Statements for the year ended 2014/2015:**Mrs. Helma EtnelTreasurer, Board of Directors |  |
| 3:25 pm – 3:35 pm | **Resolution to Adopt the Audited Financial Statements for the year ended 2014/2015**Mr. Jimmy Rodrigues, Finance and Administration Manager, CANTO |  |
| 3: 35 pm – 3:45 pm | **Resolution to Appoint Auditors 2015/2016**Mrs. Helma EtnelTreasurer, Board of Directors |  |
| 3:45 pm – 4:00 pm  | **Presentation of the 2015/2016 Budget**Mrs. Helma Etnel,Treasurer, Board of Directors |  |
| 4:00 pm – 4:15 pm | **Tell us What you Think – Completion of Evaluation**  |  |
| 4:15 pm – 4:45 pm  | **Election of Officers – Mr. Linus Rogers**  |  |
| 4:45 pm – 5:00 pm | **Presentation of Directors and Close of AGM Proceedings** |  |
| 9:00 am – 4:45 pm | **EXHIBITION VIEWING**  |  |

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**CANTO BROADBAND INFRASTRUCTURE INVENTORY AND PUBLIC AWARENESS PROJECT (BIIPAC) WORKSHOP**

**Day 1: Wednesday 3rd February 2016**

**BIIPAC COMPONENT 4: *Public Policy Recommendations For The Design Of National Broadband Strategies*** Facilitators: Claire Downes Haynes & Yacine Khalledi

|  |  |  |
| --- | --- | --- |
| **Time** | **Event** | **Location** |
| 9:00 am – 9:30 am | **Workshop Opening****Project Overview****Summary and Outputs from Components 1- 4** |  |
| 9:30:00 – 12:00 pm | **Review and Discussion of Component 4 Tranche A’s Findings –** Claire Downes-Haynes |  |
| 12:00 pm – 1:00 pm | **LUNCH** |  |
| 1:00 pm – 4:10 pm | **Review and Discussion of Component 4 Tranche B’s Findings –** Yacine Khelladi |  |
| 4:10 pm – 4:20 pm | **Coffee Break** |  |
| 4:20pm – 5:05 pm | **Discussion of outstanding critical issues** – Ayanna Samuels |  |

**Day 2: Thursday 4th February 2016**

**BIIPAC: *Next Steps towards Implementation of BIIPAC Report Recommendations***

Facilitators: Claire Downes Haynes & Yacine Khalledi

| **Time** | **Event** | **Location** |
| --- | --- | --- |
| 9:00 am – 12:00 am |  |  |
|  | **Review of Key Recommendations emanating from BIIPAC Study across all 4 Components for all 8 beneficiary countries.**  |  |
|  |  |  |
| 12:00 pm – 1:00 pm | **LUNCH** |  |
| 1:10 pm – 4:10 pm | **Discussion of Next Steps towards implementation of report recommendations incorporating all involved stakeholders** |  |
| 4:10 pm – 4:20 pm | **Coffee Break** |  |
| 4:20pm – 5:05 pm | **Summary of and Agreement on Road Map for Future Work** |  |