|  |  |  |
| --- | --- | --- |
| 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** | **Foyer 2** |
| 9:00 am – 5:00 pm | **129th Board of Directors Meeting** | **Bwa 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** | **Foyer 2** |
| 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's Remarks: *Mr. Julian Wilkins, Chairman, CANTO Board of Directors* * *Address: Mr. Jean Marie Guillaume, General Director, CONATEL* * *Address: Mr. Gerard Laborde, Head of Corporate Affairs, Digicel Haiti* * *Feature Address: Honorable Minister Jacques Rousseau, Minister of Public Works, Transport & Communication* * Cultural Performance * 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 Terrace** |

**Monday 1st February, 2016**

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

**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 Vice-Chair*** | **Ayizan 1** |
|  |  |  |
|  | * **Connecting the Dots: Finance and Operations in Telecoms**   *Don van Splunteren, Neptuno Networks*   * **Regional Opportunity to participate in Hack Summit Virtual Hackathon,** *E.Jay 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* |  |
| 12:00 pm -1:00pm | **LUNCH** | **Ayizan 2&3** |
| 1:00 pm – 1:10 pm | **Annual General Meeting Proceedings**  **32nd Annual General Meeting Opening** Mr. Julian Wilkins, CANTO Chairman | **Ayizan 1** |
| 1:10 pm – 1:15 pm | Confirmation of Minutes of the 31st AGM |  |
| 1:15 pm – 1:25 pm | Matters Arising from the 31st AGM Minutes |  |
| 1:25 pm – 1:50 pm | **Presentation of Committee Reports**   * **Disaster Recovery Planning** – Ms. *Heather Wallen-Bryan* * **Financial Advisory** – Mr. *Denelle Richards* * **Marketing and Communications** – Mr. *Joseph Samuel* * **Human Resources** *- Mr. Linus Rogers* * **Regulations and Emerging Technologies** – Ms. *Melesia Sutherland* * **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** | **Foyer 1** |
| 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 Etnel  Treasurer, 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 Etnel  Treasurer, 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 Khelledi

|  |  |  |
| --- | --- | --- |
| **Time** | **Event** | **Location** |
| 9:00 am – 9:30 am | **Workshop Opening**  **Project Overview**  **Summary and Outputs from Components 1- 4** | **Ayizan 1** |
| 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** | **Ayizan 2** |
| 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 Khelledi

| **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.** | **Ayizan 1** |
|  |  |  |
| 12:00 pm – 1:00 pm | **LUNCH** | **Ayizan 2** |
| 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** |  |