



**Caribbean
Telecommunications
Union**

Vision and Roadmap for a CARICOM Single ICT Space



"An ICT-enabled borderless space that fosters economic, social and cultural integration for the betterment of Caribbean citizens"

This document was prepared by the CTU Secretariat, in collaboration with the other members of the CARICOM ICT Cluster of Agencies:



CTU Secretariat
Final Version (**Approved**)

**Approval of the Roadmap for a CARICOM Single ICT
Space**

*This Roadmap for the CARICOM Single ICT
Space was approved
at the Twenty-Eighth (28th) Inter-Sessional
Meeting of the Conference of Heads of
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(CARICOM)
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The ICT Cluster at the time of preparation of this Roadmap, comprised the Caribbean Telecommunications Union (CTU), Caribbean Broadcasting Union (CBU), Caribbean Centre for Development Administration (CARICAD), Caribbean Knowledge and Learning Network (CKLNA), CARICOM Implementing Agency for Crime and Security (IMPACS), and the Caribbean Community (CARICOM) Secretariat.

The CARICOM Secretariat expresses gratitude to the ICT Cluster members, in particular the CTU for its leadership while developing this Roadmap for the Single ICT space.

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Vision and Roadmap for a CARICOM Single ICT Space

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Vision and Roadmap for a CARICOM Single ICT Space

Executive Summary

In March 2014, the CARICOM Heads of Government (CHOG) issued a policy directive for establishment of a Single ICT Space to enhance the environment for investment and production by building the digital economy over the period 2014 to 2019. The Heads further mandated that as a priority, regional attention be given to the development of a roadmap for a CARICOM Single ICT Space in 2014 and 2015.

Given the views of the Heads of Government on the importance of a Single ICT Space, the Caribbean Telecommunications Union (CTU), as the lead regional ICT organisation, directed the process for elaborating the Heads' mandate. This process led to the articulation of a vision for the Space as ***“an ICT-enabled borderless space that fosters economic, social and cultural integration for the betterment of Caribbean citizens”*** and the development of a Roadmap for the establishment of a CARICOM Single ICT Space.

The CTU has consistently advocated that Governments must be early adopters of ICTs, using them effectively to create seamless, citizen-centric services as a strong starting point of influence for the evolution to the CARICOM Single ICT Space. This view has been supported and adopted by the CARICOM ICT Cluster Agencies. The Roadmap thus identifies milestones for the commitments needed from the CARICOM Heads of Government to establish the Single ICT Space and the planning activities and implementation phases, which begin by positioning Governments to make effective use of ICT resources. Early adoption by Governments is intended to accelerate a process that would result in widespread use of ICT across all sectors. The Roadmap also draws on relevant existing initiatives for advancing the work to establish the CARICOM Single ICT Space.

Establishing a CARICOM Single ICT Space requires a common understanding and acceptance of the vision for and objectives of the Space. Above all, it requires the stakeholders in the region to work together in its planning and implementation. In order to derive the full benefits of the Single ICT Space, it is imperative that all unnecessary barriers existing amongst CARICOM States are eliminated in order to allow for the free movement of goods, people, services and capital, as envisioned by the Caribbean Single Market and Economy (CSME).

In addition, it is the view of the ICT Cluster Agencies that collectively, the existing Caribbean institutions and organisations can make a significant contribution to realising the vision. However, the institutions must be strengthened, resourced and empowered to fulfill their respective roles in the process.

The establishment of a CARICOM Single ICT Space is indeed a complex undertaking. However, with political will; the determination to convert the Roadmap into detailed action plans and the establishment of appropriate governance structures; the vision can become a reality.

1. Introduction

The 25th Inter-sessional Meeting of the Conference of CARICOM Heads of Government, which was convened from 10th to 11th March 2014 in St. Vincent and the Grenadines, reaffirmed the importance of ICT as having a significant role to play in the development of the region. The Heads of Government agreed that developing a CARICOM digital economy is **key** to changing the economic profile of the Caribbean and supported the proposal to establish a Single ICT Space.

In particular, the Heads agreed that the priority areas of focus in building the digital economy during the period 2014 to 2019 will include the following:

- a. The establishment of a CARICOM Single ICT Space to enhance the environment for investment and production;
- b. Bringing technology to the people and transforming them into Digital Natives and Digital Entrepreneurs;
- c. Cyber Security safeguards;
- d. Mobilisation of resources; and
- e. Developing the CARICOM Digital Agenda 2025.

The Heads further agreed that in the years 2014 and 2015, priority regional attention would be given to:

- (i) The development of a Road Map for the CARICOM Single ICT Space to be undertaken through the ICT Cluster Agencies, senior ICT officials, lead agencies and the Commission on the Economy; and
- (ii) The elaboration of the CARICOM Digital Agenda 2025.

2. Purpose of this Document

This document collates the views of Heads of Government and other stakeholders on the importance of a CARICOM Single ICT Space, elaborates a vision for an ICT-enabled borderless space and outlines a Roadmap for its establishment. The document draws from two 2014 white papers on the subject prepared by the Caribbean Telecommunications Union (CTU) as well as deliberations of recent regional fora, such as the Commonwealth Secretariat/CTU Caribbean Stakeholders' Meeting (2014), specific sessions in the CTU's 25th Anniversary Conference (2015) and CTU Consultations on the CARICOM Single ICT Space (2015). It was further refined through meetings and collaboration among the CARICOM's ICT Cluster of agencies, namely, the CTU - the lead agency, the Caribbean Knowledge and Learning Network Agency (CKLNA), Caribbean Broadcasting Union (CBU), CARICOM Implementation Agency for Crime and Security (IMPACS), Caribbean Centre for Development Administration (CARICAD) and the CARICOM Secretariat.

It is important to note that while this document expressly addresses priorities (a) and (i) identified by the Heads, noted above, it was recognised that certain aspects of the other priorities are integral to successfully implementing the CARICOM Single ICT Space, e.g. Cyber Security and users' capacity building. Hence, the Roadmap of necessity addresses

those elements of the other priorities but a comprehensive study of the other priorities is still required.

3. What is the CARICOM Single ICT Space?

I. Vision

In keeping with CARICOM's objectives of "enhanced functional cooperation" and "accelerated, coordinated and sustained economic development and convergence", and following in-depth deliberations with stakeholders, the CARICOM Single ICT Space is envisioned as:

"an ICT-enabled borderless space that fosters economic, social and cultural integration for the betterment of Caribbean citizens."

II. Definition

The CARICOM Single ICT Space is an ecosystem of regionally harmonised ICT policies, legislation, regulations, technical standards, best practices, networks and services. It is captured in Pictogram 1 below.



Pictogram 1: The CARICOM Single ICT Space

III. Objective of the CARICOM Single ICT Space

The objective of the CARICOM Single ICT Space is to provide the ICT-enabled foundation for enhancing both CARICOM's functional cooperation and fulfilling the social, cultural and economic imperatives of the region.

IV. Characteristics of the CARICOM Single ICT Space

In order to meet the objective identified above, the CARICOM Single ICT Space must be characterised by:

1. Regionally harmonised ICT policy, legal and regulatory regimes;
2. Robust national and regional broadband infrastructure;
3. Common frameworks for Governments, ICT service providers and consumers;
and
4. Effective, secure technology and management systems.

These characteristics are explained below.

i. Regionally Harmonised Policy, Regulatory and Legislative Regimes

The establishment of a CARICOM Single ICT Space will provide the basis for robust and dynamic ICT and ICT-enabled sectors. This will enable all stakeholders to operate seamlessly, nimbly and with certainty across the Community. However, it will require harmonisation of national policies, regulation and legislation throughout the region and will entail:

- Amendment of out-dated national policies to take account of both technological and regulatory developments
- Identification and resolution of policy and institutional inconsistencies among the jurisdictions of member states
- Guarantee of independence of the regulatory system by law and practice
- Strong governance structures, systems and procedures.

ii. National and Regional Robust Broadband Infrastructure

The technical framework for the CARICOM Single ICT Space will entail the design of robust broadband networks and the selection of appropriate technologies to deliver the features and services to be provided.

Properly engineered national networks would enable effective delivery of the services required in the short term and seamlessly accommodate future services. As such it will be required that network standards be established and adhered to, so as to allow for the seamless integration of the relevant national networks to create regional networks.

iii. Common Frameworks for Governments, ICT Service Providers and Consumers

Given the multifaceted nature of the challenges of establishing a CARICOM Single ICT Space, an incremental implementation approach is proposed that depends on collective commitment of the Governments, the private sector and civil society of the region.

Governments must demonstrate the political will to support the process by being early adopters of ICT and using them effectively to deliver services to their internal and external clients and citizens. This will require the creation of an environment and culture that support the use of ICT. There would also be the need for frameworks for public sector reform, business process re-engineering, public awareness building, training and education of civil servants and citizens.

The Private Sector also has a significant role to play that should be seen as contributing to national and regional development. They are primary investors in infrastructure and should be committed to supporting the establishment of broadband networks and making ICT services consistently available at affordable prices across the region.

Consumers must be empowered and encouraged to embrace ICTs and strive to use them to transform all aspects of their lives. Civil Society organisations must do their part in encouraging the use of ICT and supporting citizens in the beneficial and productive use of ICTs.

The ability to innovate and create a culture of entrepreneurship is necessary for realizing the full benefit of ICTs and reaping the full potential of a CARICOM Single ICT Space.

iv. Effective, Secure Technology and Management Systems

The assurance of secure and reliable ICT services is a critical element for engendering confidence in Caribbean citizens to use the services of and benefit from the CARICOM Single ICT Space. Therefore, it is imperative that appropriate mechanisms are established to ensure availability and reliability of network of resources; protect the privacy of citizens and ensure the security of information on the networks. Systems must also be established to ensure seamless management of the networks and services at the national and regional levels.

The rationale for each characteristic is provided in Chart I below.

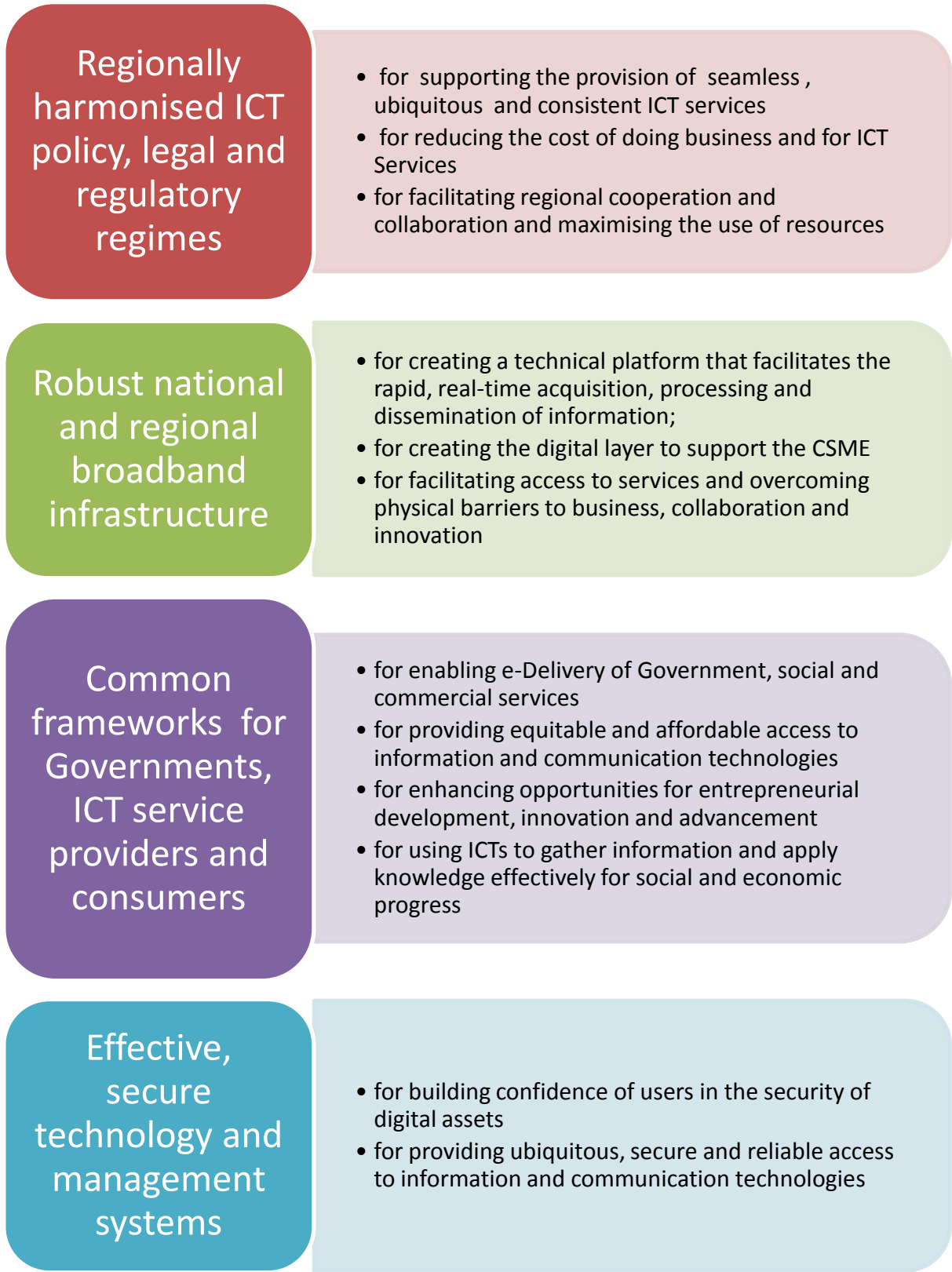


Chart 1: Rationale for Characteristics of the Space

V. Characteristics of the Space: Components

Each of the four characteristics of the CARICOM Single ICT Space identified in Section III comprises several components, all of which are integral to successful implementation. Chart 2 below identifies the requisite components for establishing the different characteristics.

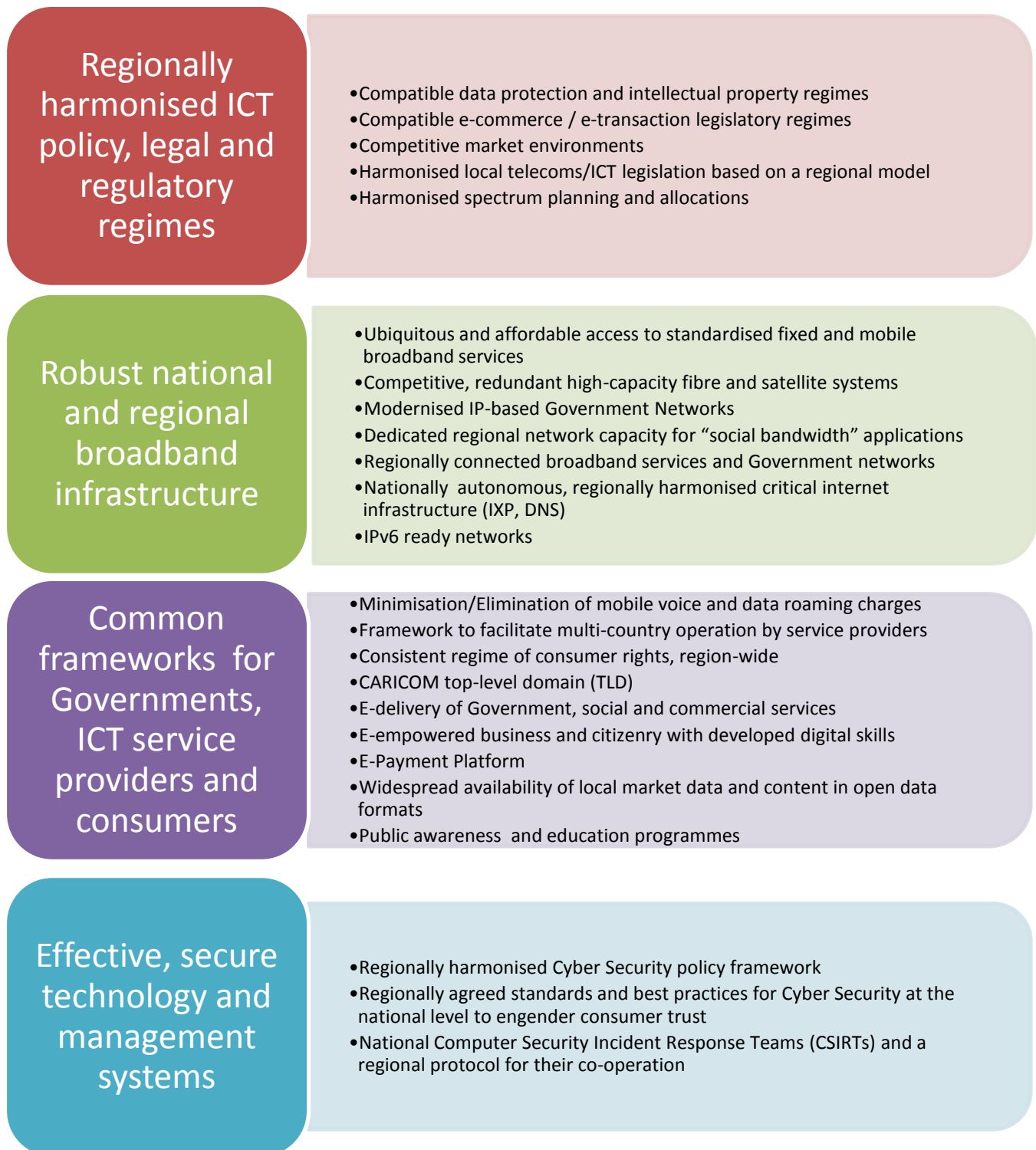


Chart 2: Components of the Characteristics of the Space

VI. Outcomes

It is expected that the most significant outcomes resulting from a CARICOM Single ICT Space are ubiquity and consistency of ICT services across the Caribbean Community at affordable prices to citizens. Other outcomes include:

- Equitable, affordable access to broadband information and communication technologies, which are secure, ubiquitous and reliable; and which facilitate rapid acquisition, processing and dissemination of information;
- The use of ICTs to gather information and knowledge, manipulate and disseminate it effectively for citizens' social and economic progress;
- Enhancement of regional trade, innovation, competitiveness and citizen welfare; and
- Practical support for the realisation of the CARICOM digital economy.

The outcomes of the CARICOM Single ICT Space are captured in Chart 3 below.



Chart 3: Outcomes of the CARICOM Single ICT Space

4. The Approach for the Establishment of a CARICOM Single ICT Space

The proposed approach to the establishment of the CARICOM Single ICT Space is one of incremental implementation phases, which positions governments to be early adopters and effective users of ICT in delivering services to citizens, nationally, regionally and globally. The Governments' early adoption of ICT is intended to catalyse a process that would result in widespread adoption across all sectors. Implementation would build on existing relevant initiatives and will require:

- A common understanding and acceptance of the Vision and Roadmap by CARICOM Heads of Government, evidenced by a Political Charter;
- Political will, leadership and Governments' commitment to be early adopters of ICT;
- Continuous and progressive awareness-building and education of Caribbean citizens, as a means to involving citizens throughout the entire process;
- Wide multi-stakeholder consultation and engagement to cultivate a climate of involvement of communities of interest and fostering commitment to the process;
- Upgrading of Governments' networks at the national level;
- The provision of standardised ICT-enabled Government services; and
- Inter-connection of Government networks and seamless provision of Government services.

5. Roadmap for a CARICOM Single ICT Space

The Roadmap for the establishment of a CARICOM Single ICT Space presents actions to be undertaken over the time frame to 2019 and proposes an approach that builds on existing relevant initiatives and advances in incremental phases. The Roadmap identifies specific actions required in the 2016 – 2017 timeframe in order to enable implementation of the Space by 2019. Similar specifics of actions and implementation activities beyond 2017 would be detailed in the comprehensive work programme to be developed as part of the 2016/17 Roadmap activities.

The Roadmap commences with the endorsement and commitment of finances by CARICOM Heads of Government for the initial work, which entails research, planning, and sourcing financing for implementation of the comprehensive work programme.

The planning stage will entail an environmental assessment and gap analyses, consultation and negotiations with stakeholders, the development and issuance of a comprehensive work programme, including appropriate provisions for effective management and governance of implementation, and sourcing financing for the implementation phase.

While these activities are in train, existing initiatives to upgrade Government networks will be pursued, positioning governments to be early adopters and effective users of ICT in delivering services to citizens, nationally, regionally and globally.

An Action Plan to support the Roadmap is provided in Appendix I.

The implementation phase will commence with public awareness and education activities followed by the work to harmonise policies, legislation and regulations to create the

enabling environment for seamless ICT Services. Broadband infrastructure will be extended and e-Government services will be delivered. Details of implementation activities identifiable at this time are provided in Appendix II.

The following chart depicts the Roadmap for the CARICOM Single ICT Space and the milestones. The Months are derived from Appendix III: Action and Timeline for Implementation of the Roadmap.

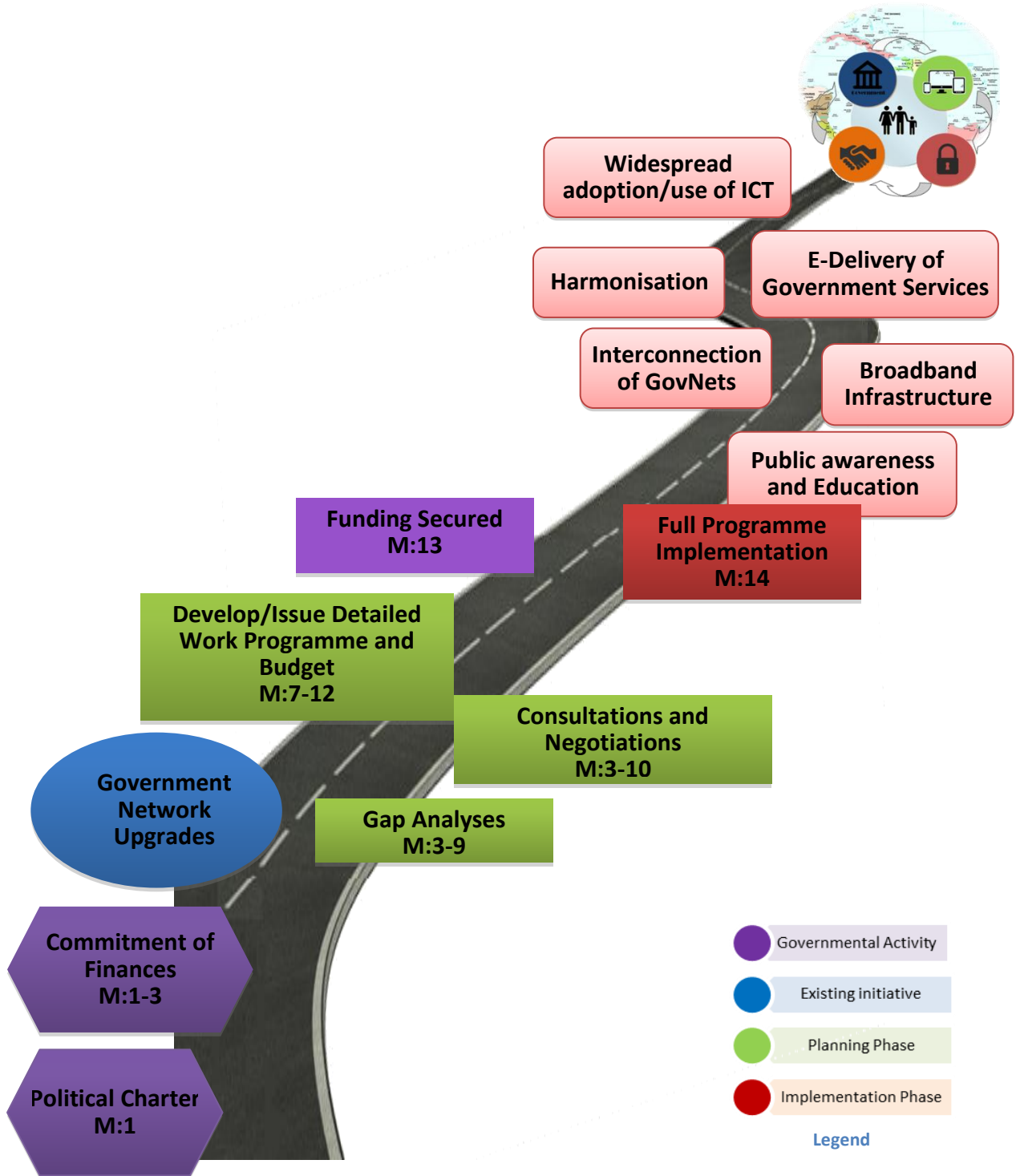


Chart 4: Roadmap for the CARICOM Single ICT Space

Chart 5 represents the Implementation process

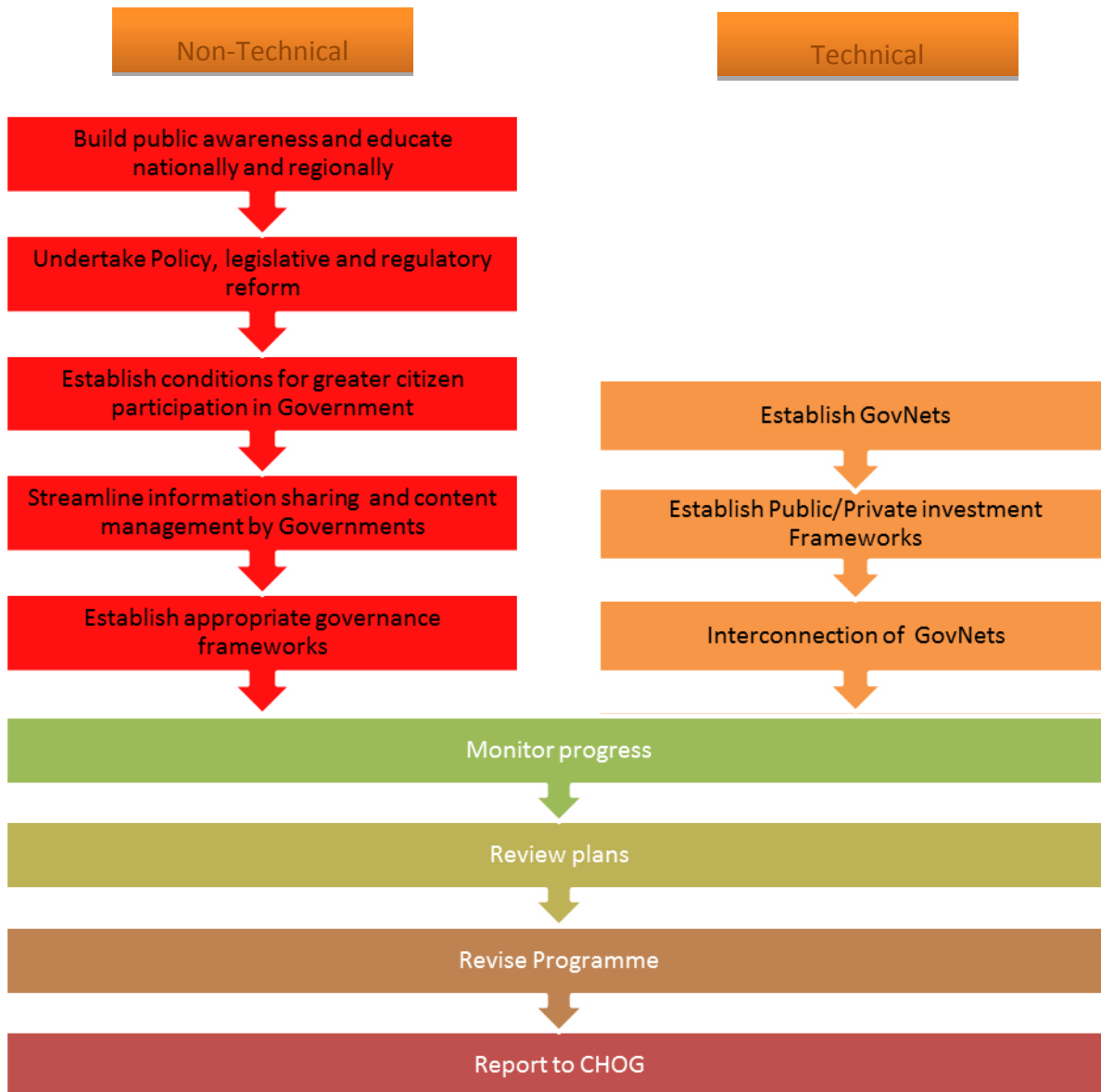


Chart 5: Implementation Process

6. Budget

The budget estimate for the CARICOM Single ICT Space is forty-five million United States dollars (US\$45,000,000.00). Details of the Budget are provided in Appendix V.

7. Required Government Action

If the CARICOM Single ICT Space is to succeed in establishing the digital layer of the CSME, then the following action must be taken by Governments:

- i. Remove barriers in conducting online activities and harmonising contract laws, tax regimes, consumer protection and copyright laws among member states
- ii. Establish mechanisms to accelerate the necessary policy, legislative and regulatory reforms
- iii. Create the right conditions for deployment of advanced digital networks and innovative services by facilitating the easy provisioning of ICT and telecommunication services across CARICOM States
- iv. Support the digitisation of every sector of the economy by promoting the free flow of data, the standardisation of e-services and the development of digital skills
- v. Remove all obstacles that hinder the free movement of goods, people, services and capital across Member States
- vi. Strengthen CARICOM institutions and empower them to fulfill their respective roles in making the vision of the CARICOM Heads of Government for a Single Caribbean ICT Space a reality.

8. Conclusion

The CARICOM Single ICT Space is envisaged as the digital layer of the CSME enabling implementation of the regional digital economy. Its establishment presents many challenges but these can be overcome through regional and institutional collaboration and cooperation. It requires appropriate planning and above all, the political will and commitment to drive the process.

Appendix I: ACTIONS AND TIMELINE FOR IMPLEMENTATION OF THE ROADMAP

Action		Year: 1 - Months														Remarks		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14			
1. Obtain HOG endorsement of the vision and roadmap for the CARICOM Single ICT Space.	COTED	•																
2. Political Charter	CHOG	•																
3. Secure initial stage funding for the execution of the Roadmap.	CARICOM Secretariat	•	•	•														
4. Establish organisational/structural/co-ordination framework for management and execution of Action Plan	CTU & ICT Cluster Agencies	•	•	•														
5. Establish and open Communications Channels for public awareness and education		•	•	•	•	•	•	•	•	•	•	•	•	•				
6. Conduct research into similar undertakings, (successes and failures) in other comparable parts of the world.	CTU & ICT Cluster Agencies	•	•	•	•	•	•											
7. Consultations to determine E-Government/E-governance Services to be offered; information to be shared by government and information-sharing mechanisms.	CARICAD & ICT Cluster Agencies		•	•	•	•	•	•										
8. Enter into discussions and negotiations with ICT operators and other stakeholders to get their commitment to support the establishment of a Single ICT Space by facilitating: <ul style="list-style-type: none"> i. Consistent Pan-Caribbean service offerings; ii. Consistent pricing across the region; iii. Participation in national IXPs; iv. Number portability; and v. Other issues to be identified. 	ICT Cluster Agencies			•	•	•	•	•										
9. Assessment, Design and procurement of Governments' GovNets	CTU & Governments			•	•	•	•	•	•	•	•	•	•	•	•	•	•	... and ongoing
10. Perform current-state assessments and gap analyses to	CTU & ICT			•	•	•	•	•	•	•								

Action		Year: 1 - Months														Remarks	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14		
determine the extent to which existing human capacity as well as technical, economic, policy, legal and regulatory frameworks can support the defined single ICT space and develop a high level plan.	Cluster Agencies																
11. Undertake regional consultations to verify the high level plan, initially estimated time frames .and implementation practicalities.					•	•		•									
12. Training and Skill development								•	•	•	•	•	•	•	•	•	To 2019
13. Policy, Legislative and regulatory reform	Governments								•	•	•	•	•	•	•	•	Minimum of 3 neighboring countries / cycle
14. Establish Public-Private Mechanisms for joint procurement													•	•	•		... and ongoing
15. Based on the analyses and consultations, identify the high-level activities, the work to be undertaken and the CARICOM institutions and Private Sector organisations best suited for execution	ICT Cluster Agencies							•	•	•	•						
16. Strengthen CARICOM institutions to undertake mandate-appropriate activities.									•	•	•	•	•	•	•	•	... and ongoing
17. Post gap analysis, convene working groups to develop the detailed work plans timelines and budgets for each element of the Single ICT Space and collate working group work plans and budget into a comprehensive Programme for establishing the Single ICT Space and frameworks for ensuring sustainability	ICT Cluster Agencies										•	•	•	•			
18. Secure funding for execution of the Programme	CARICOM Secretariat & Governments												•	•	•	•	... and ongoing
19. Establish the mechanisms and indices for measuring the progress and effectiveness of the Single ICT Space, including ICT as an economic sector for measurement within the overall national economic framework.	CARICOM Secretariat												•	•	•		
20. Implement activities of the comprehensive Programme for establishing the Single ICT Space with periodic monitoring	Relevant Agencies &													•	•	•	To 2019

Action		Year: 1 - Months														Remarks	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14		
and evaluation of implementation progress.	Governments																
21. Based on evaluations of implementation, review and refine Programme activities, objectives and budget through consultations	Relevant Agencies													•	•	•	To 2019
22. Review and revise Roadmap and implementation modalities	ICT Cluster Agencies													•	•	•	To 2019
23. Periodic reporting to CARICOM HOG	Secretariat & Relevant Agencies							•							•		To 2019

Appendix II: IMPLEMENTATION ACTIVITIES

Some key implementation activities as anticipated prior to detailed gap analyses are presented below.

1: Implementation (Non-Technical)

Activity	Organisation(s)
1. Progressive public awareness building, communications with and education of the citizenry, making use of existing mechanisms and institutions in the following areas: <ol style="list-style-type: none"> a. Public awareness – for example the CTU Caribbean ICT Roadshow b. ICT Education and Skills development c. New business models for the information age d. Entrepreneurship e. Content creation 	ICT Cluster Members
2. Legislative and regulatory reform to facilitate adoption of innovative business models with rights to establish new ICT and ICT-enabled businesses across the region.	Governments
3. Establish conditions for greater participation of citizens in the business of Government.	Governments
4. Streamline information sharing and content management between Governments, their employees, citizens and clients.	Governments
5. Establishing governance frameworks, fit to purpose	All

2: Implementation (Technical)

Activity	Organisation(s)
1. Establishment of comprehensive state-of-the-art Government Communications Networks (GovNets) to demonstrate their commitment to the Single ICT Space by using ICT effectively to create a seamless, citizen-centric Government and thereby effectively deliver services to their citizens. This will require: <ol style="list-style-type: none"> i. Design and upgrade of Government networks to a comprehensive IP-based GovNet to improve efficiency and reduce costs of Government operations. ii. Definition of national e-services Consolidation of Government websites into a single portal. iii. Open Data platform iv. Business process re-engineering and the introduction of e-Government services. v. Implementation of e-government service 	Governments, ICT Cluster Member Agencies
2. Public/Private investment frameworks for projects to install network infrastructure and expand network coverage.	ICT Cluster Members &

	Private Sector reps e.g. CANTO
3. Inter-connect Government Networks to create a seamless, pan-Caribbean facility to enable the secure exchange of information and services between regional Governments. This is an important step for the realization of the CSME.	Governments

3: Assessment and Review

Activity	Organisation(s)
1. Review and Revision of implementation modalities	ICT Cluster

Appendix III: TIMELINE FOR PREPARATION OF THE ROADMAP

Action	Year: 1 - Months																Remarks	
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16
	NOV '14				FEB '15			MAY '15		JUL '15					DEC '15		FEB '16	
Circulate draft document and convene High level Consultation to Define Single ICT Space	•																	
Constitute Task Force of ICT Cluster: • Identify Work			•	•														
Review and refinement of Roadmap					•			•	•				•	•	•	•		Roadmap updated Oct '15 to Jan '16
COTED review of the Roadmap									•								•	COTED Jun '15 review not completed
Presentation of Roadmap to CARICOM HoG										•							•	Initially planned Jul '15 presentation not made

APPENDIX IV: AGENCY AND ACTIVITIES

COTED AND CHOG	<ul style="list-style-type: none">• Approve Vision and Roadmap
CHOG	<ul style="list-style-type: none">• Implement CSME Initiatives
CTU, CARICAD, CKLNA, CARIMPACS, CBU	<ul style="list-style-type: none">• Awareness Building Programmes• Stakeholder Engagement
Human Resource Commission and National Governments	<ul style="list-style-type: none">• Training and Development
CARICAD	<ul style="list-style-type: none">• E Government Services• Regional Payment Platform
CARCOM IMPACS	<ul style="list-style-type: none">• Cybersecurity Framework
CKLNA	<ul style="list-style-type: none">• Regional Broadband Networks Framework• Education and Research Network
CTU	<ul style="list-style-type: none">• Current State Assessment: Policies, Laws and Regulatory Framework• Assessment and Design of Government Networks
National Governments	<ul style="list-style-type: none">• Upgrade national networks
CARICOM	<ul style="list-style-type: none">• Initial Funding of Agencies• Monitoring and Evaluation Framework
Private Sector Organisations	<ul style="list-style-type: none">• Broadband Network Buildout

APPENDIX V: **INDICATIVE BUDGET**

Activity	Budget (US\$)
Initial Activities <ul style="list-style-type: none"> • Environmental assessment and gap analyses, • Consultation and negotiations with stakeholders, • Development of a comprehensive work programme 	3,000,000
Component 1: Regionally Harmonised Policy, Regulatory and Legislative Regimes	4,500,000
Component 2: National and Regional Robust Broadband Infrastructure including Government wide area networks and research and education networks.	10,000,000
Component 3: Common Frameworks for Governments, ICT Service Providers and Consumers including e-government, innovation and entrepreneurship	15,000,000
Component 4: Effective, secure technology and Management Systems including cybersecurity	7,500,000
Support Activities Public awareness, education and skill development	5,000,000
TOTAL	45,000,000

Document Version History

Version	Date	Edited By	Summary of Changes
Issue 1	2015-04-15		Baseline
Issue 2	2015-05-28	CTU and ICT Cluster Agencies	Updated baseline document incorporating feedback and content received from various sources.
Issue 3	2015-06-18	CTU and ICT Cluster Agencies	Incorporated final edits for presentation to COTED and thence to CARICOM HoGs
Issue 3.1	2015-10-09	CTU	Update of implementation plan to utilise indicative rather than date-specific time frames
Issue 5	2015-12-31	CTU	Re-worked organisation of the document for enhanced clarity of presentation
Issue 6	2016-01-20	CTU and ICT Cluster Agencies	Further edits informed by feedback from collective review.
Issue 7	2016-05-23	CTU	Incorporated feedback from the Meeting of COTED Officials of 2016-05-20.
Final Version	March 2017	CARICOM Secretariat	Inclusion of acknowledgements page, note with respect to approval of Roadmap document.