

Attachment

Caribbean Spectrum Management Steering Committee

General Terms of Reference

1. Objective

The objective of the Caribbean Spectrum Management Steering Committee (Steering Committee) is to provide guidance to the Caribbean Telecommunications Union (CTU) to facilitate the achievement of the stated outcomes / targets of all regional spectrum management projects and initiatives. The Steering Committee will be responsible for monitoring and evaluating implementation progress and resolving issues.

The specific responsibilities include:

- Policy Framework and Initiatives
 - Confirming members of Caribbean Spectrum Management Task Force (Task Force) recommended by the CTU Secretariat on a periodic basis;
 - Representing all stakeholders including those who are not members of the steering committee;
 - Ensuring equity in decision-making by fairly weighing all requests and acting impartially to do the most good with the available technical and financial resources;
 - Ratifying scope of works, priorities and a schedule, on an annual basis, of the activities to be undertaken by the Task Force;
 - Specifying relevant accountability, approval procedures and timelines;
 - Defining high level goals and expected outcomes of the Task Force and undertaking periodic evaluation of progress;
 - Identifying and taking necessary action to support and implement activities recommended by the Task Force, including facilitating approvals through the CTU governance hierarchy;
 - Identifying needs and facilitating capacity building in spectrum planning and management in the Caribbean;
 - Guiding the implementation of harmonised regional spectrum management policies; and
 - Discussing and making decisions regarding all relevant issues arising related to spectrum management.

- Projects (as required)
 - Assisting in ensuring that projects are implemented in accordance with the legal agreements and guidelines of the donor(s) or funding agency (ies), especially in terms of the disbursement of funds and the procurement of goods and services;
 - Providing policy direction to the Programme Manager and CTU;
 - Reviewing and providing feedback on the annual work plan, budget, procurement plan and amendments thereto;
 - Reviewing and endorsing key policy decisions emerging from reports produced under projects;
 - Monitoring the implementation of projects by reviewing Project Status Reports and updates presented by the Programme Manager;
 - Serving as Project Champion at the national and regional levels; and
 - Removing barriers to implementation to enable the successful implementation of projects.

2. Composition and Membership

Given the regional nature of the spectrum management activities of the CTU, the Steering Committee will comprise a maximum of five country representatives appointed by the respective governments of the CTU Member States. Representatives shall be at the level of Permanent Secretaries or senior Government officials with responsibility for spectrum management at the national level.

Countries on the Steering Committee will be selected to reflect the diversity of the region in terms of size, economic development, geographic factors/location and spectrum management challenges. The members of the Steering Committee will be confirmed every two years by the Executive Council based on the information from the work of the previous Steering Committee and recommendations from the CTU Secretariat.

The CTU upon consultation and with mutual consent from country representatives may invite representatives from other Caribbean countries and other organisations such as CARICOM, ITU and CITEL, to attend meetings of the Steering Committee at their own cost, in the capacity of observers.

Any major policy decisions requiring the agreement of the CTU Executive Council and /or the CTU General Conference of Ministers will be channelled through the CTU.

3. Operating Procedures

The Chair and Vice Chair of the Steering Committee will be elected by the committee members at the first meeting. The Chair and Vice Chair will serve for a period of twelve months and are eligible for re-election.

Member countries of the Steering Committee are eligible to serve for a term of two (2) years but shall retain membership until appointment of their successors. Members may serve up to two consecutive terms but two members of the committee will be retired at the end of each two-year cycle.

All members of the Steering Committee will have equal voting rights. It is critical that those who have voting rights participate consistently. For decisions to be made, three members, inclusive of either the Chair or Vice Chair, of the voting members shall constitute a quorum.

The Steering Committee is free to adopt its own working methods and rules of procedure within its terms of reference, however it is envisaged that the Steering Committee will meet semi-annually, or more often if required, with at least one face-to-face meeting per year. Videoconferencing software and other technologies will be used as options for convening meetings.

The CTU Secretariat will support the functions and operations of the Steering Committee. The CTU Secretary General or a duly appointed representative will serve as secretary of the Steering Committee. Minutes of meetings will be prepared by the CTU Secretariat within 14 days after each meeting.

4. Cost of Participation

The cost of participation of all members of the Steering Committee will be minimised based on the working methods adopted and members are encouraged to make relevant budget allocations as appropriate. However, funding arrangements for such costs will be reviewed and determined on an ongoing basis depending on the availability of alternative sources of finance (e.g. project or donor funds).