

PROGRAMME 24: INFORMATION AND COMMUNICATION TECHNOLOGY FOR DEVELOPMENT

PROGRAMME GOAL:

Maximising the role of ICT as key enabler in the CSME and the development of the Caribbean Information Society

KEY RESULTS

- Increased ICT4D activities for further development of the CARIB Information Society
- Policy Finalisation and Resource Mobilisation

LOGICAL FRAMEWORK ANALYSIS (LFA) 2010 – 2011

Programme	24: Information And Communication Technologies	Programme	24: Information And Communication Technologies For Development		
Programme Title	Annual Work Programme 2010 – 2011	Programme Budget	CCS : EC\$ 213,604 Donor : EC\$676,740		
Policy & Technical Oversight	Ambassador Irwin La Rocque	Programme Team Members	Category	Filled	Vacant
			Professional and Specialist Staff	2	1
Programme Manager	Ms. Jennifer Britton		Clerical, Administrative and Support Staff	2	0

PROGRAMME GOAL	IMPACT	PERFORMANCE INDICATORS	RISK ASSESSMENT
Maximising the role of ICT as key enabler in the CSME and the development of the Caribbean Information Society.	Increased knowledge, usage and integration of ICT as a development tool by CARICOM Member States. Identification and mapping of relevant cross-sectoral synergies for ICT		

Purpose	Outcome	Performance Indicators	Assumptions and Risks
To be a catalyst for the implementation and application of ICT for development (ICT4D) programmes and activities relevant to the realisation of the CSME and the CARICOM Information Society and	24-1.1 Increased ICT4D activities for further development of the CARIB Information Society. 24-2.1 Policy Finalisation and Resource Mobilisation		

ACTIVITIES	OUTPUTS	PERFORMANCE INDICATORS	RISKS AND ASSUMPTIONS
<p>Collaboration with Internal secretariat– programmes and directorates for the development and delivery of projects (including):</p> <p>Development of a virtual network of regional institutions</p> <p>Development of an Agriculture Information system</p> <p>Workshops (internal and external)to gather information towards the development of an E-Commerce protocol</p> <p>Development of E-Business guidelines</p> <p>Review of ITU HIPCAR Project to identify gaps re: legal & Regulatory framework</p> <p>Participation in relevant Training and Information-sharing workshops to advance the ICT4D Agenda</p>	<p>24-1.1 Increased ICT4D activities for further development of the CARIB Information Society.</p> <p>24-1.1.1 Development of projects and resource mobilisation in the following areas:</p> <p>Governance Agriculture E – Business / E – Commerce Youth Small & Medium Enterprise Services Legal & Regulatory Framework Education Cyber security</p>	<p>Applicable projects developed and resourced</p> <p>Virtual secure network established</p> <p>Agriculture electronic information system developed and available to stakeholders Guidelines and strategy developed for Ecommerce protocol Document outlining any legislation to be considered by the region.</p> <p>Use of information /training to develop projects designed to advance the integration of ICT across the Region</p>	<p>Internal collaboration</p> <p>Regional and Secretariat schedules</p> <p>Available resources</p>
<p>Realisation of synergies and opportunities to partner and collaborate</p> <p>CKLN participation on the Technical Committee and for C@ribNET</p> <p>Collaborate with CTU on the completion of existing plans</p> <p>Collaborate with CANTO on the Connect the Caribbean project Continued technical advice to</p>	<p>24-1.1.2 Support to and collaboration with Regional and International Institutions:</p> <p>CKLN CANTO CTU CARICAD CDERA CARINFO ITU EU ICANN</p>	<p>C@ribNET business and development plan available</p> <p>Project deliverables (connect the Americas) clearly defined and agreed.</p> <p>Phase 1 of project completed</p> <p>EGovernment project year 2 completed in time /budget</p>	<p>Available resources</p> <p>Regional and internal schedule</p>

ACTIVITIES	OUTPUTS	PERFORMANCE INDICATORS	RISKS AND ASSUMPTIONS
<p>CARICAD on E-Government Activities</p> <p>ITU- Participation on Steering Committee and Working Groups of the HIPCAR project</p> <p>Collaborate with ITU on the Connect the Americas project</p> <p>Work with CARINFO in the further development of regional digital libraries and enhancement of the CARIB-IS Portal</p> <p>Participation on EU Task Force on Interconnection</p> <p>Completion of MOU ICANN/Secretariat for the delivery of training and other applicable assistance for the region</p>		<p>Phase 1 of HIPCAR project completed</p> <p>CARIBIS Portal enhanced and digital libraries started in key regional institutions.</p> <p>Development of two key projects to be completed in 2010</p>	
<p>Preparation and Convening of one (1) Ministerial meeting</p> <p>Quarterly briefs forwarded to Lead Head on important /impending matters dealing with ICT</p>	<p>24-1.1.3 ICT Ministerial Meeting and Support to the Lead Head with responsibility for Science & Technology , including ICT - Grenada</p>	<p>Meeting held with ensuing decisions</p> <p>Briefs prepared</p>	<p>Conflicting Regional Agenda Coordination at the National level</p>
<p>Prepare and publish article in identified regional newspapers on or around May 17 2010</p> <p>Prepare CARICOM Statement for WTISD</p> <p>Host ICT Festival in one (1)Member State in collaboration with Regional ICT Steering Committee</p>	<p>24-1.1.4 - Commemoration of World Telecommunication and Information Society Day (WTISD) 17 May 2010</p>	<p>Statement prepared and delivered</p> <p>Collaboration with local or regional exhibitors</p>	<p>Information sent out in a timely manner</p> <p>Member State agreement and availability to host ICT Festival</p>

ACTIVITIES	OUTPUTS	PERFORMANCE INDICATORS	RISKS AND ASSUMPTIONS
<p>Training Needs Assessment to be forwarded and completed by each Member State</p> <p>Consultancy for Trainers launched</p> <p>One training Workshop per Quarter</p>	<p>24-1.1.5 - Completion of the EU – CARIB – IS project (year 3)</p> <p>24-1.1.5.1 - Capacity building - Delivery of High level workshops;</p> <ol style="list-style-type: none"> 1. Ministerial 2. ICT Steering Committee 3. Other (Parliamentarians, Private Sector, Civil Society, Service Coalitions) 	<p>80% of Assessments received</p> <p>Consultancy launched, Contracts signed for delivery of Training Training delivered and evaluated by participants</p>	<p>Available resources</p> <p>Tender process acceptable</p> <p>Consultancies executed in timely manner</p>
<p>Portal 'published' for external viewers / users</p> <p>Additional pages / websites added to portal</p>	<p>24-1.1.5.2 - Development of the CARIB - IS Portal</p>	<p>New Pages / websites added to portal</p>	<p>Availability of relevant content</p> <p>Content Managers contracted</p>
<p>Convene four (4) Steering Committee meetings:</p> <p style="padding-left: 40px;">January /February</p> <p style="padding-left: 40px;">May</p> <p style="padding-left: 40px;">September</p> <p style="padding-left: 40px;">November</p> <p>One (1) meeting of each Sub-committee convened</p> <p>Transformation / acceptance of Committee as a key regional resource for feedback and preliminary approval of ICT4D / Information Society projects and activities.</p> <p>Prepare and disseminate information for regional meetings such as briefing and information notes through the use of online collaboration tools</p> <p>Prepare white /green papers on applicable ICT4D subjects</p>	<p>24-1.1.5.3 - Support to the Regional ICT Steering Committee</p>	<p>Training course(s) delivered</p> <p>Feedback to Consultant on ICT4D Strategy document.</p> <p>Draft Strategy available on time.</p> <p>'Vision' documented on the role of the Steering Committee after 2010</p> <p>Briefs and information notes prepared / disseminated on time.</p> <p>Papers commissioned and circulated</p>	<p>Meetings convened and held</p> <p>Training course(s) applicable to needs of Committee members</p> <p>Consultant hired</p> <p>Briefs received/tabled at meetings.</p> <p>Papers circulated to the appropriate organizations and persons.</p>

ACTIVITIES	OUTPUTS	PERFORMANCE INDICATORS	RISKS AND ASSUMPTIONS
<p>Manage Consultancy to determine the framework for Grant Administration.</p> <p>Convene Meeting of the Grants Committee to consider recommendations of the Consultant</p>	<p>24-1.1.5.4 – Establish Grant and Seed Capital Mechanism</p>	<p>Draft Administrative framework available.</p> <p>Meeting convened with ensuing decisions</p>	<p>Appropriate responses to Tender</p> <p>Timing of the Tender / Consultancy</p> <p>Approval of \Consultant's report</p>
<p>Further Development of work plan for the compilation of ICT / information society statistics</p> <p>Two meetings of the Regional ICT Statistics sub-committee</p> <p>Development and administration of surveys to collect sample/baseline data</p> <p>Production of booklet with available data</p>	<p>24-1.1.5.5 – Develop Information Society (IS) indicators</p>	<p>Work plan completed/updated</p> <p>Meetings convened with ensuing decisions</p> <p>Surveys administered. 80% survey return rate</p> <p>Booklet prepared and disseminated across region</p>	<p>Approval of / by Member States</p> <p>Regional schedule</p> <p>Surveys returned on timely basis</p> <p>Funds and other resources available for booklet production</p>
<p>Deliver two (2) symposia to discuss Greener ICT</p> <p>Disseminate information on the ICT4D website and Intranet</p>	<p>24-1.1.6 - Develop a Greener ICT Approach</p> <p>24-1.1.6.1 Promote the use of Greener ICT both within the Secretariat and Regionally</p>	<p>Symposia held</p> <p>Participation at Symposia</p> <p>Articles posted regularly</p>	<p>Availability of funds</p> <p>Conflicting regional activities</p>
<p>Feedback from workshops used to develop guidelines for 'greening'</p> <p>Internal Secretariat Awareness programmes (greening activity for staff talent, green Fridays, car pooling, etc)</p> <p>Develop green ICT standards</p>	<p>24-1.1.6.2 Guidelines for 'greener' meetings and activities using ICT</p>	<p>Guidelines for greener meetings defined</p> <p>Demonstrated evidence of applying green methods</p> <p>Participation of staff members</p> <p>Standards developed in collaboration with CROSQ</p>	<p>Activities conducted on a regular basis</p> <p>'buy-in' by staff</p> <p>Scheduling conflicts</p> <p>Approval / Adoption of standards</p>

ACTIVITIES	OUTPUTS	PERFORMANCE INDICATORS	RISKS AND ASSUMPTIONS
<p>Weekly and publications of articles on ICT4D topics posted to the intranet</p> <p>Quarterly publications of electronic magazine</p>	<p>24-1.1.7 - Effective Knowledge and Information Management</p> <p>24-1.1.7.1 CARICOM Secretariat Intranet - ePublications</p>	<p>Utilisation / 'hit' rate</p> <p>Articles posted on a weekly basis to the intranet</p> <p>Timely output of information</p>	<p>Interest in ICT4D topic areas</p>
<p>Four (4) round table sessions – one per quarter</p>	<p>24-1.1.7.2 - <i>Round table / information sharing session(s)</i></p>	<p>Round table sessions convened and held</p> <p>Staff participation</p>	<p>Relevance of topics discussed at round table sessions</p> <p>Internal schedule</p>
<p>Redesign existing site (Home and supporting pages)</p> <p>Apply interactive functions to the site</p>	<p>24-1.1.7.3 – Website/Portal/Digital library Development</p> <p>New design of ICT4D website</p>	<p>Weekly update of website</p>	<p>Portal Manager hired early in 2010</p>
<p>Translation of static content of website into another language (Spanish)</p>	<p>Transformation to a bilingual website (initial/selected pages)</p>	<p>Spanish version website available to the public</p>	<p>Funding to support this activity</p>
<p>Develop guidelines for regional organisations websites</p>	<p>Standardised regional organisations websites</p>	<p>Guidelines adopted and used by organisations.</p>	<p>E- Government Officer/Knowledge Management hired</p>
<p>Development of digital libraries</p> <p>Develop ACS portal (in conjunction with all Secretariats)</p> <p>Develop CARIB-IS Portal</p>	<p><i>-Establishment of digital libraries within the Secretariats of the Region</i></p>	<p>Implementation of digital libraries</p> <p>Information updated regularly on the portal(s)</p>	<p>Hiring of the E- Government officer within first quarter of 2010</p> <p>Policies in place</p>
<p>Research on best option for VOIP in the region.</p>	<p>24-1.1.8 Research and Innovation</p> <p>24-1.1.8.1 - Voice over IP (VOIP)</p>		

ACTIVITIES	OUTPUTS	PERFORMANCE INDICATORS	RISKS AND ASSUMPTIONS
<p>Collaborate with relevant Ministries in Member States and other relevant stakeholders</p> <p>Involve youth in the creation of ICT products and services within the Region</p>	24-1.1.8.2 - ICT Innovation Programme	ICT products and Services produced by youth	<p>Availability of funds</p> <p>Participation of Regional secondary schools and university students</p>
<p><i>Research for Open source tools used for videoconferencing, collaborating, research</i></p> <p>Design and implementation of a Pilot project to demonstrate/test (possible stakeholders: agriculture, government, education administrators)</p>	24-1.1.8.3 Use of Open Source Tools for collaboration , research	<p>Suitable Tools identified and documented/circulated/approved</p> <p>Project Design reviewed and approved by Regional Steering Committee</p> <p>Project implemented with quarterly evaluation</p>	<p>Sufficient time</p> <p>Available resources</p> <p>Approval by Steering Committee</p>
<p>Two (2) workshops to gather feedback on current draft before forwarding for approval</p>	24-2.1.1.1 – Policy Finalisation and Resource Mobilisation		
	<p>24-2.1.1.2 – Finalisation of policies / plans</p> <p>24-2.1.1.3 - Spectrum management Policy Framework</p>	Updated draft policy to be submitted for Ministerial / Council approval	Approval of /by Member States / Ministerial Body
<p>One (1) Workshop to gather feedback on current draft</p> <p>Sub- Committee to review and advise on existing gaps to be addressed and methodology for completion</p>	24-2.1.1.4 - Internet Governance	Updated draft policy to be submitted for Ministerial / Council approval	Approval of /by Member States / Ministerial body
<p>Support to CARICAD for the completion of activities in E-government project funded by the Government of Korea: Completion of the Regional Strategy Training Purchase of equipment</p>	24-2.1.1.5 - E – Government	<p>Updated draft policy to be submitted for Ministerial / Council approval</p> <p>Training administered as per Member States request</p>	<p>Early Approval by appropriate Ministerial body.</p> <p>Appropriate personnel selected to receive training Equipment and requisite applications and training done on time.</p>

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Development of draft guidelines. Feedback obtained by circulation to Member States	24-2.1.1.6 - Knowledge Management	Draft policy to be submitted for Ministerial / Council approval	Early Approval by appropriate Ministerial body.
<p>Consultancy to be offered.</p> <p>Convene meeting of Ministers responsible for ICT to present all Action Plan(s) and Strategies</p> <p>Resource mobilisation for national/regional implementation of plan</p>	24-2.1.1.7 - ICT4D Action Plan and Draft ICT4D Strategy	<p>Action Plan and Strategy circulated to and reviewed by member states</p> <p>Meeting convened and held</p> <p>Documents approved and adopted by Ministers</p>	<p>Early Approval by appropriate Ministerial body.</p> <p>Resource mobilisation</p>
<p>Participation on Steering Committee and four (4) working groups.</p> <p>Develop / formulate directives (simplified explanations) for ICT eLaws</p>	24-2.1.1.8 - HIPCAR Project Development of Model Laws for ICT applicable to ICT	<p>Regional acceptance of list of laws to be drafted</p> <p>Adoption of harmonised laws</p>	Limited Regional buy-in of the programme
Regional surveys to be administered in every Member State	24-2.1.1.9 - WSIS (Regional Benchmarking)	Survey results collated and available by last quarter 2010	75% of surveys returned. Competing deliverables (e.g. Census)
Proposal to applicable funding agencies for resources to implement approved plans and projects.	24-2.1.3.1 - Resource Mobilisation	Proposals prepared Projects approved	Insufficient time for preparation

PROGRAMME: 24 ICT FOR DEVELOPMENT**BUDGET**

Expenditure Lines	Source of Funding		Total
	CORE	IDP	
<i>Human Resource Costs</i>			
Human Resource	201,294	676,740	878,034
Overtime	962		962
<i>Other Direct Costs</i>			
Printing, Stationery and Office Supplies	1,733		1,733
Telephones	-	-	-
Overseas Travel	9,000		9,000
Conference Expenses	-	-	-
<i>Other Administrative Costs</i>			
Electricity and Lighting	-	-	-
Security Guard Service	615		615
Others	-	-	-
Capital Costs	-	-	-
Total	213,604	676,740	890,344