



**Caribbean
Telecommunications
Union**

**Membership Prospectus
2011**

Prepared by: **CTU Secretariat**
Date: **03 January 2011**
Status: **PUBLIC DISTRIBUTION**

Dear Prospective Member,

Thank you for your interest in becoming a member of the Caribbean Telecommunications Union. We are pleased to attach a copy of our Membership Prospectus, which provides details of the organization, its history, mission, vision and other pertinent information for your attention.

The Caribbean Telecommunications Union (CTU) has a membership structure that provides a multi-stakeholder forum that engages diverse stakeholders from the Caribbean Information and Communications Technologies (ICT) Sector to participate and contribute to the work of the CTU in the areas of policy formulation, capacity building, representation and technical advisory services for the benefit of both CTU members, in particular, and the wider the Caribbean.

Should you decide to join the CTU, the following are some of the benefits that will be enjoyed:

- Contributing to the process of policy formulation and the development of technical standards for the ICT Sector in the only organisation responsible for policy advocacy in the Caribbean;
- Sharing of expertise to inform and raise the level of understanding and quality of decisions made for the development of the ICT sector;
- Being part of reshaping and developing the Caribbean ICT sector;
- Being informed and educated on all aspects of ICT through the CTU's capacity building programmes;
- Accessing first-hand information on Member States, technologies and the Caribbean ICT market which can prove highly valuable in business planning;
- Networking to forge mutually beneficial alliances and partnerships; and
- Being part of the region's most respected regional telecommunications organisation with a CARICOM mandate to influence and implement activities that foster development of the region's ICT market.

Please review the information contained in the Membership Prospectus and feel free to contact me on telephone number 1 868 627 0281 or by email at Bernadette.Lewis@ctu.int should you require any clarification or further information.

We look forward to greeting you very shortly as a member of the CTU.

Sincerely



Bernadette Lewis
Secretary General



Membership Prospectus

2011

TABLE OF CONTENTS

1	The Caribbean Telecommunications Union	4
1.1	Historical Overview	4
1.2	Nature of the CTU	4
1.3	The CTU's Mission	4
1.4	The Secretariat's Vision	5
2	The Changing Caribbean Landscape	5
2.1	The Caribbean ICT Environment	5
2.2	CTU Direction	5
3	Governance	6
3.1	The General Conference of Ministers	6
3.2	The Executive Council	6
3.3	The Technical Conference	7
3.4	The Secretariat	7
4	The CTU's Work	7
4.1	Policy Development	7
4.2	Capacity Building and Public Awareness	7
4.3	Representation	7
4.4	Industry Watch	7
4.5	Technical Support	8
5	Schedule of Activities	8
6	Working Methods	8
6.1	Working Committees	8
6.2	Communications	9
7	CTU Relationships	9
8	Membership	9
8.1	Foundation Members	9
8.2	Expansion of Membership	10
8.3	Membership Obligations	10
9	Membership Categories	10
9.1	State Membership	10
9.2	Private Sector Membership	11
9.3	Civil Society Membership	11
10	Membership Rights and Obligations	11
11	Benefits of Membership	12
12	Admission Procedure	13
13	Membership Fees	13
13.1	State Membership	13
13.2	Private Sector Membership	13
13.3	Civil Society Membership	13



Membership Prospectus, 2011

1 The Caribbean Telecommunications Union

1.1 Historical Overview

Heads of Caribbean Governments, cognisant of the growing importance of telecommunications for the social and economic development of the Caribbean and the need to foster international cooperation and development by means of efficient telecommunications services, entered into a treaty on 28th April, 1989 to establish the Caribbean Telecommunications Union (CTU). The CTU's primary mandate was to support the development of the regional telecommunications sector.

At the time of the CTU's establishment, the industry entered a phase of fundamental and dramatic transformation that was precipitated by rapid technological innovation and the convergence of the formerly distinct information and telecommunications sectors. These changes effectively dismantled the traditional frameworks that governed the telecommunications sector and an information and communication technologies (ICT) sector emerged.

In 2003, therefore, as a response to these changes, the CTU began a re-structuring exercise make it more responsive to the current needs of its members and relevant to the evolving environment of globalisation and increasing economic fragility. In 2004, this exercise resulted in the definition of a new strategic direction to address the development of the Caribbean ICT sector to ensure that tangible benefits would accrue to the citizens of the region. A significant element of the new strategic thrust was the expansion of the CTU's membership to include non-CARICOM states, private sector organisations and non-governmental agencies.

1.2 Nature of the CTU

The CTU's new membership structure has created a multi-stakeholder forum that engages diverse stakeholders from the Caribbean ICT Sector to participate and contribute to the work of the CTU in the areas of policy formulation, capacity building, representation and technical advisory services for the benefit of both CTU members, in particular, and the wider the Caribbean.

1.3 The CTU's Mission

To create an environment in partnership with members to optimize returns from ICT resources for the benefit of stakeholders.

1.4 The Secretariat's Vision

Using efficient and advanced information and telecommunication services, to position the CTU as the prime catalyst to facilitate regional cooperation and economic, social and cultural development of the peoples of the Caribbean.

2 The Changing Caribbean Landscape

2.1 The Caribbean ICT Environment

The first decade of the 21st century was characterized by the dismantling of the monopolies that existed in Caribbean telecommunications markets in accordance with commitments made to the World Trade Organisation to open up the telecommunication sectors to competition. Many regulatory institutions were established and their focus was essentially to ensure an orderly transition from a monopolistic environment to a fully liberalized telecommunications market. In many countries, duopolies exist and the goal of robust competition has not been realised.

Even as the liberalization process progressed, the transformation of the global telecommunications industry was underway. Information and communication technologies had become inextricably linked together. This has created the opportunity for telephony service providers to optimise their networks and to offer new types of information based services. In many countries, citizens are unable to benefit for because of the cost of the services.

There is growing realization by Caribbean governments that competitiveness can no longer be sustained using traditional commercial frameworks and that ICT would need to become a significant element of Government's national development strategy. A number of regional governments have developed national ICT strategies and have been investing heavily in ICT, but there are few compelling examples of real and measurable benefits accruing to any country arising from these investments.

Regulators and policy-makers have also been significantly affected by the rapidly changing ICT environment, as they are constantly being challenged as new issues come to the fore. In the last decade the focus was on liberalization, for the new decade the focus must be on fostering robust competition and defining new frameworks for governing the ICT sector, which are able to withstand the inevitable changes that will occur in the industry.

2.2 CTU Direction

Since implementing its restructuring exercise in 2003, the CTU has re-invented itself in response to the dynamism of the evolving ICT environment and, as a result, now occupies a unique place in the Caribbean's ICT sector. Working in collaboration with

member governments, the private sector and civil society, the CTU provides enlightened leadership in the formulation of regional policy, capacity building, and promoting ICT for national and regional development.

In recent times the CTU has been advocating the need for innovation in the application of ICT to the many challenges faced by Caribbean societies. It has undertaken the task of educating Caribbean citizens on how to leverage the power of ICT to transform every sphere of their endeavours and launched in July 2009 the Caribbean ICT Roadshow Initiative. The Initiative is designed to educate, raise public awareness and establish strategic programmes to foster innovative and beneficial use of ICT in Caribbean countries.

The CTU has also been working towards establishing a foundation that will assist indigenous innovators in monetizing their ideas and establishing viable ICT Businesses. In addition, the CTU has established a Caribbean Centre of Excellence, a virtual web-based facility dedicated to providing training, technical assistance, expert advice and information on all aspects of the development of ICT in the Caribbean.

3 Governance

The governance structure of the CTU comprises the following units:

- The General Conference of Ministers,
- The Executive Council,
- The Technical Conference, and
- The Secretariat.

3.1 The General Conference of Ministers

The General Conference of Ministers is made up of Telecommunications and ICT Ministers of CTU Member States and is presided over by a President, who is elected from the membership of the General Conference. The General Conference is the highest decision making body of the CTU and gives general policy direction to the Executive Council and the Secretariat.

3.2 The Executive Council

The Executive Council is made up of the Senior Technical and Policy Administrative staff in Telecommunications and ICT Ministries of Member States and is presided over by a Chairman, who is elected from the membership of the Executive Council.

The Executive Council is responsible for submitting the CTU's work programmes and making policy recommendations to the General Conference of Ministers and decision-making in the oversight of the work of the Secretariat.

3.3 The Technical Conference

The Technical Conference is held annually and is attended by senior officials from the respective Member States, the private sector and members of civil society. This Conference considers regional and international developments in the information and telecommunications sector and informs the policy deliberations of the Member States of the CTU. The Conference provides an opportunity for multi-stakeholder participation in formulating policy.

3.4 The Secretariat

The Secretariat is the principal administrative organ of the CTU. Headed by the Secretary General, the Secretariat is responsible for implementing the CTU's policies and work programmes. The Secretary General reports to the Chairman of the Executive Council.

4 The CTU's Work

The CTU's core areas of activity are as follows:

4.1 Policy Development

The CTU has developed harmonized Policy Documents for the Caribbean in the areas of Spectrum management, Internet Governance, IPv4 Exhaust and IPv6 Adoption. The CTU also serves in an advisory capacity to the International Telecommunication Union's (ITU) project for Enhancing Competitiveness in the Caribbean through the Harmonization of ICT Policies, Legislation and Regulatory Procedures (HIPCAR).

4.2 Capacity Building and Public Awareness

The CTU is committed to building public awareness and educating its members and Caribbean stakeholders on all aspects of ICT for development. Government Ministers, regulators, ICT service providers, Top Level Domain Managers, engineers and technicians and citizens of the region routinely benefit from the CTU's training programmes.

4.3 Representation

The CTU represents the Caribbean at international ICT fora including the ITU's World Telecommunications Development Conferences, American Registry of Internet Numbers (ARIN), ICANN, and CITELE meetings.

4.4 Industry Watch

The CTU serves as an industry watch, bringing to the attention of members and Caribbean ICT Stakeholders such issues as IPv4 exhaust, the inefficiencies of current routing practices and the need to establish national Internet Exchange points.

4.5 Technical Support

The CTU routinely provides technical support to members and ICT stakeholders in the Region. Some of these activities include ICT Project Funding Proposal preparation, Technical advice on ICT matters, and review of ICT policy and regulatory documents.

5 Schedule of Activities

The CTU's schedule of statutory meetings and other major events is as follows.

Event	Frequency - Time
Telecommunications Policy Seminars	Annually - 2 nd or 4 th Quarter
Executive Council Meetings	Bi-annually - 2 nd & 4 th Quarters
General Conference of Ministers	Annually - 4 th Quarter
Technology Briefing Session	Annually - July

Other capacity-building events, such as the Ministerial Strategic Seminars and Executive Lecture Fora, are scheduled in the CTU's Annual Work Programme in response to the needs of members and new developments in the industry.

The CTU's events are generally held at various venues throughout the Caribbean on the invitation of member states.

6 Working Methods

All of the activities of the Secretariat are conducted with integrity, transparency and efficiency to achieve the specific goal of consistently providing excellent service to all the CTU's constituent members.

The Secretariat has adopted working methods that draw on strategic alliances with a diverse group of regional and international institutions to accomplish the CTU's developmental goals for the region. These strategic partnerships have effectively extended the reach and capacity of the CTU to effectively and expeditiously implement its plans.

The Secretariat has built a strong network of experts and institutions to support and participate in the CTU's work, thereby enhancing its effectiveness and the quality of its work.

6.1 Working Committees

The Secretariat convenes Working Committees comprising experts drawn from the CTU's membership and ICT organisations to discuss issues, solve problems, examine emerging technology trends and to develop innovative and appropriate policy approaches for emerging technological challenges.

6.2 Communications

The CTU's foremost communication tool is its Web site which features a Members' Portal that provides CTU-restricted information to members only.

The CTU also uses social networking sites to provide information on its activities and programmes

7 CTU Relationships

As a sector member of the International Telecommunication Union, the CTU works in close collaboration with the ITU's Caribbean office.

The CTU has established Memoranda of Understanding and Partnership Agreements and works very closely with many members of the international ICT community and global organisations, such as the American Registry for Internet Numbers (ARIN), the Latin American and Caribbean Internet Addresses Registry (LACNIC), Congress WBN, and Gauss Research Foundation of Puerto Rico. The CTU also works very closely with the Inter-American Telecommunications Commission (CITEL), the Internet Society (ISOC), the Internet Cooperation for Assigned Names and Numbers (ICANN), the global Internet Governance Forum (IGF), and the United States Technical Training Institute (USTTI) in strategic partnerships to support and participate in numerous activities that have been providing tangible benefits for Caribbean stakeholders

8 Membership

The CTU recognises that realising the goals of functional Caribbean integration, regional cooperation and economic, social and cultural development enabled by ICT requires the commitment and collaboration of Caribbean governments, institutions and individuals. It necessitates harnessing the expertise of practitioners in the Caribbean ICT sector and facilitating multi-stakeholder participation in the planning and implementation of activities. It is for these reasons that other Caribbean countries, Private Sector and Civil Society organisations have been invited to become members of the CTU.

There are a number of members who were Foundation members and who have been joined by other members, following the expansion of the membership to the other categories of members. All members have obligations to fulfill.

8.1 Foundation Members

The Constitution of the CTU reflects the provisions of the intergovernmental agreement that established the CTU in 1989. The foundation members of the CTU are: Antigua and Barbuda, Barbados, Belize, The Commonwealth of the Bahamas, Commonwealth of Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines and Trinidad and Tobago. In the

decade after its establishment, Anguilla, Cayman Islands, British Virgin Islands and Turks and Caicos Islands became associate members.

8.2 Expansion of Membership

In recognition of the changing telecommunications environment, the 7th General Conference of Ministers held in Barbados on 17th September 2004 agreed to expand the membership of the CTU to include non-CARICOM Caribbean countries, Member States of the Association of Caribbean States, private sector organisations and civil society organisations.

This expansion reflects the principle of inclusion of all stakeholders in the CTU's activities in order to set the most appropriate policy directions and promote the effective use of ICT in the development of the region.

8.3 Membership Obligations

Members agree to be bound by and to comply with all the provisions of the CTU Constitution and any terms and conditions stipulated from time to time by the General Conference. In this regard, members covenant and undertake to:

- Comply with the CTU Constitution and with such decisions taken by the General Conference;
- Promote the purposes of the CTU as outlined in its objectives;
- Pay annual dues as determined by the General Conference;
- Provide information requested by the Secretariat to promote the interest of the members; and
- Participate, in accordance with the rights and obligations assigned to each membership category, in events organized by the Secretariat for the benefit of Members.

9 Membership Categories

Membership in the CTU is open to any State or organisation, described in the categories noted below, which is able and willing to exercise the rights and assume the obligations of membership. The Membership categories of the CTU are as follows:

9.1 State Membership

State membership, is open to any Caribbean country that is admitted as a member by unanimous decision of the General Conference. Such members include:

- i. All Member States of the Caribbean Community, regardless of their member status in CARICOM;
- ii. Any other State within the Caribbean Region; and

- iii. Member States of the Association of Caribbean States¹.

9.2 Private Sector Membership

Private Sector membership is open to any company that is admitted as such a member by a majority decision of the General Conference and which is involved in the ICT sector as providers of:

- i. Public ICT services;
- ii. Electronic media and broadcasting services?;
- iii. Technology solutions or equipment; and
- iv. ICT consultancy services.

9.3 Civil Society Membership

Civil Society membership is open to any entity that is admitted as a member by a majority decision of the General Conference, the functions and activities of which are compatible with the purposes of the CTU and include the following:

- i. Non-profit organisations involved in the provision of general community services;
- ii. Trade or professional associations;
- iii. Research Institutions and Universities; and
- iv. Other associations or individuals in the ICT sector.

10 Membership Rights and Obligations

Members have the rights and are subject to the obligations stipulated in the Constitution of the CTU.

1. Each State Member shall be entitled to:
 - i. Participate in all statutory meetings and all other activities of the CTU;
 - ii. Hold an elected office in any of the organs of the CTU, consistent with such qualifying requirements as may be determined from time to time by the General Conference;
 - iii. Nominate candidates for election as officials of the CTU;
 - iv. Exercise one vote at the General Conference and at the Executive Council; and
 - v. Act as Chairman for any standing or ad hoc working committee that may be agreed upon by the General Conference or the Executive Council.

¹ Antigua and Barbuda, The Bahamas, Barbados, Belize, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Panama, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Venezuela, Aruba, France, Netherlands

2. Private Sector and Civil Society Members may be invited to participate in the Statutory Meetings of the CTU. However they may not:
 - i. Hold office in the official organs of the CTU, that is, the General Conference and the Executive Council;
 - ii. Nominate persons for office in the CTU; or
 - iii. Vote in the elections for such officers or on decisions being taken at statutory meetings.
3. Private Sector and Civil Society Members are entitled to attend and participate fully in the other activities of the CTU, subject only to any specific directions that may be given by the General Conference.

11 Benefits of Membership

Membership in the CTU now includes governments, the private sector and civil society, creating a Union of diverse stakeholders. Members are afforded the benefits of:

- Contributing to the process of policy formulation and the development of technical standards for the ICT Sector in the only organisation responsible for policy advocacy in the Caribbean;
- Sharing their expertise to inform and raise the level of understanding and quality of decisions made for the development of the ICT sector;
- Assuring that their voices are heard in reshaping and developing the Caribbean ICT sector;
- Working collaboratively in a multi-stakeholder environment to find solutions for the challenges in the ICT sector;
- Seeking technical assistance and obtaining answers for solving problems that are affecting their respective markets;
- Being informed and educated on all aspects of ICT through the CTU's capacity building programmes;
- Accessing first-hand information on Member States, technologies and the Caribbean ICT market which can prove highly valuable in their business planning;
- Having their views and positions represented at regional and international fora;
- Networking to forge mutually beneficial alliances and partnerships; and
- Being part of the region's most respected regional telecommunications organisation with a CARICOM mandate to influence and implement activities that foster development of the region's ICT market.

12 Admission Procedure

All applications for membership must be submitted to the Secretariat on the prescribed form. A committee comprising the President, Chairman of the Executive Council and the Secretary General will review all applications. The results of this review will be communicated within twenty-eight days of receipt of the application.

13 Membership Fees

The Schedule of Membership Fees for different categories of Members is as follows:

13.1 State Membership

State Members	Annual Membership Fee (US\$)
• Tier 1	6,000 to 10,000
• Tier 2	11,000 to 14,000
• Tier 3	15,000 to 45,000

13.2 Private Sector Membership

Private Sector Organisations	Annual Membership Fee (US\$)
• Micro Companies <i>Revenue less than US\$ 0.5M</i>	2,000
• Small Companies <i>Revenue from US\$ 0.5M up to US\$ 5.0M</i>	4,000
• Medium Companies <i>Revenue from US\$ 5.0M up to US\$ 8.0M</i>	8,000
• Large Companies <i>Revenue greater than US\$ 8.0M</i>	30,000

13.3 Civil Society Membership

Civil Society Organisations	Annual Membership Fee (US\$)
• Trade and Professional Associations	500
• Academic Institutions	”
• Regional Telecommunications Organisations/Regulatory Agencies	”
• Non Governmental Organisations	250



Caribbean Telecommunications Union

Application for Membership

Country/Organisation: _____

Representative: _____

Title: _____

Administrative Address: _____

Country: _____ E-Mail: _____

Telephone: _____ Fax: _____

Hereby applies for membership of the CTU in the following category:

(Please tick the appropriate box)

State Membership

Private Sector Membership

Civil Society Membership

Please indicate the nature of your business:

(Please tick appropriate box)

Academic Institution

Regulatory Agency

Financial Institution

Research Agency

Government Ministry

Telecom Equipment Manufacturer

International Carrier

ICT Consultancy

Internet Service Provider

Trade/ Industry Association

Non-governmental Organisations

Voice/Data Network Operator

Regional/ International Organisations

Other *(Please Specify)*



Application for Membership

Please indicate the primary area in which you would make a contribution to the CTU:

(Please tick appropriate boxes)

Capacity Building	Technical Standards
Development	Technical Working Groups
Policy Formulation	Technology Updates
Research Studies	Other (Please specify)

I/We, the undersigned, have the power and authority to submit this application on behalf of my/our Country/Organisation:

Name 1: _____ Title: _____

Date: _____ Signature: _____

Name 2: _____ Title: _____

Date: _____ Signature: _____

Notes

1. Please affix Country/Organisation Seal or Stamp in the space below the signatures.
2. Please submit completed application forms to the CTU Secretariat for the Attention of the Secretary General at:

3rd Floor, Victoria Park Suites,
14-17 Victoria Square,
Port of Spain,
Trinidad and Tobago.

Fax: (868) 623 1523 E-Mail: ctunion@ctu.int

3. Application forms must be accompanied by an overview of the Country/Organisation and most recent Annual Financial Statement.
4. Countries/Organisations accepted for membership will be notified and advised of the Membership Fee.
5. Acceptance into membership will only become effective on receipt by the Secretariat of the annual membership fee.
6. Queries may be directed to the CTU Secretariat at telephone: 1-868-627-0281

Caribbean Telecommunications Union

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