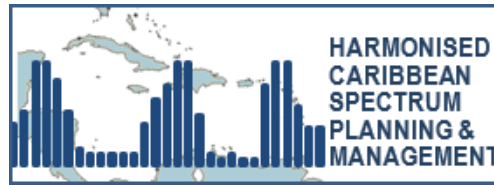# Caribbean Telecommunications Union



**REPORT OF THE MEETING OF THE**
**CARIBBEAN SPECTRUM MANAGEMENT TASK FORCE**

**28th May 2020; 2:00 p.m. to 4:00 p.m.**
**Via Zoom Videoconferencing**

## Background

The Spectrum Management Task Force (SMTF) is the multi-stakeholder group convened by the Caribbean Telecommunications Union (CTU) to coordinate the technical work of harmonizing and enhancing the management of the radio-communication spectrum in the Caribbean. Membership of the SMTF includes Caribbean policy-makers, regulators, operators, academics, technology developers, end users and other stakeholders. The SMTF was first constituted in 2006 and the subject meeting was the first since confirmation of new and returning members for the 2020 – 2022 operating period.

As guided by the **Caribbean Spectrum Management Strategic Plan 2016 – 2018** developed by the SMTF, its key goals remain as follows:

- Harmonization of national frequency allocations and band plans, including common frequencies and international protocols for disaster management and emergency telecommunications

- Minimization of cross border interference

- Establishment of common approaches to digital broadcasting switchover, white spaces regulation and spectrum pricing.

Work towards these goals is being undertaken in phases, typically being programmed in annual Action Plans. At the previous meeting of the SMTF which was held via Zoom videoconferencing on 13th February 2020, the SMTF completed formulation of its 2020 Action Plan.

This on-line meeting of the SMTF was held to introduce the new cohort of members, elect presiding officers and make progress on the 2020 Action Plan.

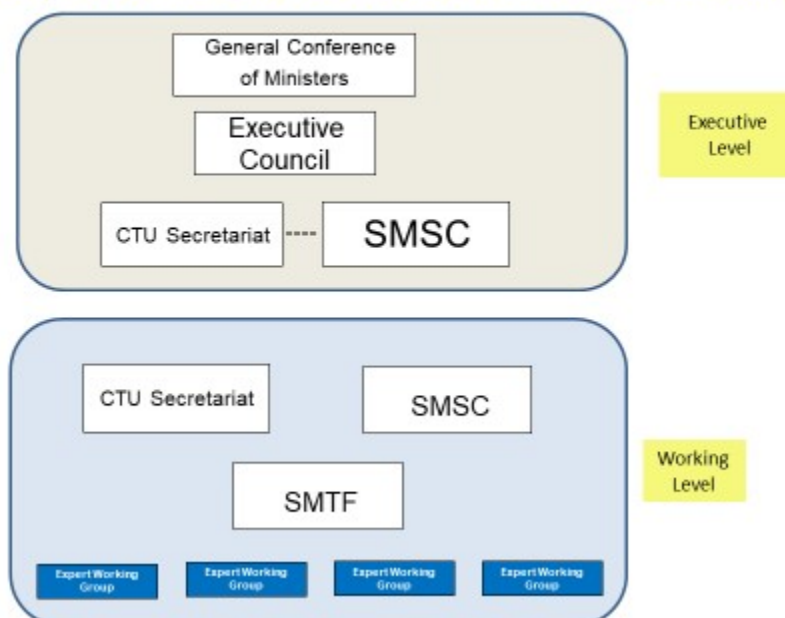# ON-LINE MEETING OF THE
# CARIBBEAN SPECTRUM MANAGEMENT TASK FORCE
# AGENDA

| Thursday 28th May 2020 | | |
|---|---|---|
| **Indicative Time** | **Agenda Items** | **Lead** |
| 2:00 – 2:30 p.m. | Introduction of SMTF 2020-2022 Membership | CTU Secretariat |
| 2:30 – 3:15 p.m. | Status updates on the 2020 Action Plan | CTU Secretariat |
| 3:15 – 3:30 p.m. | Election of Chair and Vice Chair | CTU Secretariat |
| 3:30 – 4:00 p.m. | Identification of priority spectrum bands for harmonisation attention. | SMTF Chair |
| 4:00 p.m. | Close | |

**Summary of Proceedings**

The members of the SMTF for the 2020 – 2022 term and support staff in attendance introduced themselves and their affiliations. Some 30 attendees from 12 countries were recorded at the meeting. The full list is given at Appendix 1 hereto.

Primarily for the benefit of new members, Mr. Nigel Cassimire of the CTU Secretariat gave a succinct overview of the governance framework for the work of the SMTF as illustrated in the figure below. He also noted that the terms of reference and operating procedures for the SMTF had been circulated previously with the letter of invitation to membership.

**2020 Action Plan Updates**

Mr. Cassimire also led the meeting through the process of updating the status of items in the 2020 Action Plan. It was noted that progress on certain items had been retarded by the effects of pandemic-related restrictions and several updates were proposed and made to target time frames in the plan. Some salient points of discussion are noted here:

- On the matter of an automated database of regional frequency allocation tables, UWI's recommendation was accepted for a specification of technical requirements to be finalised before seeking to identify potential solutions. UWI would provide a "starter template" to facilitate the specification process.
- Mr. Cassimire also advised that discussions were ongoing with the ITU re their proposed Regional Radiocommunication Seminar initially targeted for June or July 2020. A proposal was being awaited from the ITU for an alternative online seminar in similar vein as one recently done for African countries. Desired content, inclusive of content on spectrum pricing, has already been communicated to the ITU.
- Re the Action Plan initiatives on spectrum pricing, the Task Force would seek to identify effective means of revising the relevant strategic thrusts noted in the 2016-2018 strategic plan. Possible suggestions were:
  - to use CTU's website to conduct collaboration and share documents
  - to explore options for virtual smaller sessions via Zoom.
- The CTU would recirculate the 2016-2018 strategic plan and the relevant consultant's reports that informed the plan, for the benefit of new SMTF members.
- Mr. Sookram (TATT) would also circulate the report of the May 2020 online meeting of CITEL's PCC-II which sought to program CITEL's spectrum Management work going forward post WRC-19.

The full updated 2020 Action Plan, showing the relevant revisions, is given in Appendix 2 hereto. This revision also includes a numbering system for the various initiatives in order to facilitate referencing. SMTF members are urged to sustain action on the various initiatives.


**Elections of Chair and Vice Chair**

The Task Force elected by acclamation its new Chair and Vice Chair, there being only a single nomination for each post:

Chair:           ECTEL (Mr. Alvin Augustin, Representative)

Vice-Chair:    Jamaica (Dr. Maria Myers-Hamilton, Representative).

Sincere thanks and tributes were expressed in recognition and appreciation of the work of the outgoing Chair, Mr. Kirk Sookram of Trinidad and Tobago, over the prior two terms when achievements included completion of the strategic plan and coordination of Caribbean preparations for the World Radiocommunication Conference 2019 (WRC-19). The contribution of the outgoing Vice-Chair (who is the new Chair) was also commended. The Task Force looked forward to and anticipated a successful term under the new leadership.

**Priority Bands for Harmonisation**

In furtherance of the Action Plan initiative to pursue harmonisation of priority spectrum bands, the Task Force engaged in discussions towards building a consensus as to what bands would be considered priority. The following candidate bands emerged:

IMT 2020 Bands

- millimetre wave
- C band
- Confirming that existing IMT bands are harmonised e.g. use of US, APT & other band plans, bands under 1 GHz, AWS bands

Emergency communications

- Bands currently used
- Bands for emerging or new services

Bands related to IoT (to facilitate Caribbean innovation and conformance and interoperability (C&I))

- ISM bands.

Detailed work to accomplish harmonisation will proceed in the coming months via correspondence and workshop sessions to be arranged either online or in person as might be possible.

The meeting closed with thanks to all for their participation and inputs. The Task Force would next meet on a date (or dates) to be fixed.

## APPENDIX 1 – List of Attendees (SMTF Members/Alternates in bold font)

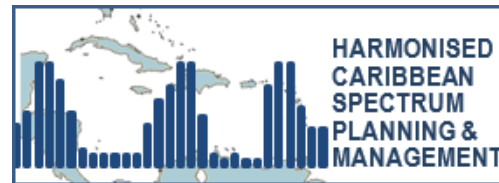| | Title | First name | Last name | Job Title | Company name | Country/Region |
|---|---|---|---|---|---|---|
| 1 | **Mr** | **Ardin** | **Richardson** | Senior Regulatory Analyst | Public Utilities Commission | Anguilla |
| 2 | **Mr** | **Eric** | **Joseph** | Telecommunications Consultant | Ministry of Information, Telecommunications and Broadcasting | Antigua & Barbuda |
| 3 | **Mr** | **Julian** | **Wilkins** | Director Government Relations & Public Affairs | Digicel | Antigua & Barbuda |
| 4 | **Mr** | **Abraham** | **Teck** | Director - Telecommunications Sector | Public Utilities Commission | Belize |
| 5 | **Mr** | **Renell** | **Alamilla** | Spectrum Management Officer | Public Utilities Commission | Belize |
| 6 | **Mr** | **Gregory** | **Nelson** | Spectrum Manager | Telecommunications Regulatory Commission | British Virgin Islands |
| 7 | **Mr** | **Guy** | **Malone** | Chief Executive Officer | Telecommunications Regulatory Commission | British Virgin Islands |
| 8 | Ms | Bernadette | Lewis | Secretary General | Caribbean Telecommunications Union | Caribbean |
| 9 | **Mr** | **Gary** | **Kalloo** | Telecommunications Consultant | Caribbean Telecommunications Union | Caribbean |
| 10 | **Mr** | **Nigel** | **Cassimire** | Telecommunications Specialist | Caribbean Telecommunications Union | Caribbean |
| 11 | Mr | Richard | Feveck | Network Security Analyst | Caribbean Telecommunications Union | Caribbean |

| | Title | First name | Last name | Job Title | Company name | Country/Region |
|---|---|---|---|---|---|---|
| 12 | **Mr** | **Tommy** | **Chen** | Area E Director | International amateur Radio Union (IARU) Region 2 | Eastern Caribbean |
| 13 | **Mr** | **Alvin** | **Augustin** | Engineer/Spectrum Officer | Eastern Caribbean Telecommunications Authority | ECTEL States |
| 14 | **Mr** | **Timothy** | **Scott** | Telecommunications Engineer | National Telecommunications Regulatory Commission | Grenada |
| 15 | **Mr** | **Yoganand** | **Singh** | Engineer | Telecommunications Agency | Guyana |
| 16 | Mr | George | Malcolm | Director - Policy & Strategic Planning | Spectrum Management Authority | Jamaica |
| 17 | Mr | Jamaro | Marville | Manager – Telecommunications Systems | Spectrum Management Authority | Jamaica |
| 17 | **Mr** | **Lyndel** | **McDonald** | Manager - Policy & Strategic Planning | Spectrum Management Authority | Jamaica |
| 18 | Mr | Mahlangu | Lawson | Manager - Band Planning | Spectrum Management Authority | Jamaica |
| 19 | **Dr** | **Maria** | **Myers-Hamilton** | Managing Director | Spectrum Management Authority | Jamaica |
| 20 | **Ms** | **Melesia** | **Sutherland** | Senior Manager | FLOW | Jamaica |
| 21 | Mr | Peter | Scott | Telecommunication Consultant | Spectrum Management Authority | Jamaica |
| 22 | Mr | Phillip | Malcolm | Telecommunication Engineer – Band Planning | Spectrum Management Authority | Jamaica |

| | Title | First name | Last name | Job Title | Company name | Country/Region |
|---|---|---|---|---|---|---|
| 23 | Mr | Tai-shan | Tracey | Telecommunication Engineer – Band Planning | Spectrum Management Authority | Jamaica |
| 24 | **Mr** | **Paul** | **Payne** | Chairman, Montserrat Info-Communications Authority | Montserrat Info-Communication Authority | Montserrat |
| 25 | **Ms** | **Nadine** | **Hull** | Telecommunications and Information Manager | National Telecommunications Regulatory Commission | St. Vincent & the Grenadines |
| 26 | **Mr** | **Clinton** | **Rahming** | Assistant Regulatory Officer | Utilities Regulation and Competition Authority | The Bahamas |
| 27 | **Mr** | **Waldon** | **Russell** | Regulatory Manager | Utilities Regulation and Competition Authority | The Bahamas |
| 28 | **Dr** | **Kim** | **Mallalieu** | Senior Lecturer | The University of the West Indies, St. Augustine | Trinidad & Tobago |
| 29 | **Mr** | **Kirk** | **Sookram** | Executive Officer Technology and Engineering | Telecommunications Authority of Trinidad and Tobago | Trinidad & Tobago |

**Caribbean Telecommunications Union**

APPENDIX 2



# Spectrum Management Task Force

# Action Plan 2020

# [Revised 2020-05-28]

# Spectrum Management Task Force Action Plan 2020
(**To be endorsed by the Spectrum Management Steering Committee**)
## [Status updated 2020-05-28]

Plan for work of the SMTF with focus on the following thematic areas:

1.   RFAT (Harmonisation of Priority Bands: IMT and Emergency Communications)
2.   Cross-Border Interference
3.   Emergency Communications
4.   Spectrum Pricing
5.   WRC Outcomes and Implications

| Thematic Area | Initiative | Comments | Time Frame | Lead |
|---|---|---|---|---|
| 1.0<br>Regional Frequency Allocation Table (RFAT) | 1.1<br>Collation of National FATs in requested format at central location (CTU). | National FAT updates are in train in some jurisdictions and across-the-board changes are required following WRC-19. Jurisdictions to ensure that their current NFATs are communicated to the CTU Secretariat.<br><br>Countries to indicate plans for allocation and NFAT in general by providing updates as required | Q4 2020<br><br><br><br><br><br><br><br>Ongoing | SMTF Members<br><br><br><br><br><br><br><br>SMTF Members |
| | 1.2<br>Population of a software database with NFAT data from each jurisdiction | Establish a technical statement of need for the automated database<br><br>Research and recommend database software appropriate to this application | Q3 2020<br><br><br>Q3 2020 | CTU Secretariat<br><br><br>SMA Jamaica |

*Revised 2020-05-28*

| Thematic Area | Initiative | Comments | Time Frame | Lead |
|---|---|---|---|---|
| | | Plan and undertake database population work based on software recommendation and data availability | Q3 – Q4 2020 | CTU Secretariat |
| | 1.3 Harmonisation of priority bands. | Identification of priority IMT bands for harmonisation | Q1 - Q2 2020 | SMTF Members |
| | | Receipt and consideration of harmonisation proposals | Q2 – Q3 2020 | SMTF Chair |
| | | Assessment of regional bands for regional authorisation (e.g. Auction) | Q4 2020 | SMTF Chair |
| | | | | |
| 2.0 Cross-Border Interference | 2.1 Focal Contact Points | To identify annually and as required, contact info for functional/technical and higher level (Ministerial) coordinators/ key contacts | Q2 2020 (Technical/Functional; higher level) | SMTF Members |
| | | Compile list of the contacts received and those outstanding for general reference; post on a special SMTF partition on the CTU web site | Q2 2020 | CTU Secretariat |
| | | Obtain focal points for Cuba, Haiti & Dominican Republic | Q2 2020 | CTU Secretariat |
| | 2.2 Frequency Registration | Seize opportunities for capacity building and practice on frequency reporting. | Ongoing | SMTF Members |
| | 2.3 Frequency Coordination | Formulate a proposal to ITU for an appropriate new regional coordination exercise | Q2 2020 | CTU Secretariat |

*Revised 2020-05-28*

| Thematic Area | Initiative | Comments | Time Frame | Lead |
|---|---|---|---|---|
| | 2.4 Coordination Agreements | Sample agreements to be circulated | Q2 2020 & ongoing | SMTF Members |
| | | | | |
| 3.0 Emergency Communications | 3.1 Focal contact points for emergency communications | Need to clarify and coordinate relevant activities with CITEL | Q2 2020 | CTU Secretariat |
| | | Reach out to CTU member states beyond Task Force/ Steering Committee members for contacts | Q2 – Q3 2020 | |
| | | Post contact list on a new SMTF partition on CTU web site | Q3 2020 | |
| | 3.2 Accession to the Tampere Convention | Awareness campaign to encourage universal sign on to Tampere Convention.. | Q2 2020 & Ongoing | CTU Secretariat |
| | | (Concerns of potential signatories to be addressed; CTU may be most suitable to execute this initiative) | | |
| | | Advocate for Caribbean countries to accede to Tampere Convention | Q2 – Q4 2020 | SMTF members |
| | | Foster coordination among CDEMA and stakeholders like CANTO. | Q1 – Q4 2020 | CTU Secretariat |
| | | SMTF members to work with local Disaster Management offices to promote initiative | Q3 - Q4 2020 | SMTF members |

*Revised 2020-05-28*

| Thematic Area | Initiative | Comments | Time Frame | Lead |
|---|---|---|---|---|
| | | Raise the need for coordination amongst CTU, CDEMA and CANTO at Ministerial meetings. [Follow up on CDEMA Synergy conference] | Q1 – Q3 2020 | CTU Secretariat |
| | 3.3 Adoption of IARP | Foster universal acceptance and adoption of IARP via an awareness campaign. | Q1 2020 & ongoing | IARU and CTU Secretariat |
| | | Call on Caribbean countries to accede to amended IARP convention, which is open for signing at the OAS. | Q2 – Q4 2020 | IARU, CTU Secretariat, SMTF Members |
| | | Accession to the amendment to the IARP Convention and Tampere Convention to be raised at CTU Ministerial meetings | Q1 – Q3 2020 | CTU Secretariat |
| | 3.4 Harmonisation of Band Plans for Emergency Communications | Establish list of bands used in each jurisdiction (To be used to inform international/regional agencies); | Q2 – Q3 2020 | ECTEL, TATT |
| | | Examine bands available and make harmonisation recommendations accordingly. | Q3 – Q4 2020 | |

*Revised 2020-05-28*

| Thematic Area | Initiative | Comments | Time Frame | Lead |
|---|---|---|---|---|
| | 3.5<br>Network Resilience | Establish best practice policy recommendations for network resilience for regulators to develop country policies.<br><br>Circulate recommendations of the CCCR to SMTF for consideration | Q2 – Q4 2020<br><br><br><br><br>Q2 2020 | CTU Secretariat |
| | | | | |
| 4.0<br>Spectrum Pricing | 4.1<br>Reassessment of spectrum pricing actions proposed in Strategic Plan 2016-2018 | Review pricing thrusts from Strategic Plan 2016 - 2018<br><br>Agree revised strategic thrusts and determine specific actions to be taken in 2020 | Q2 – Q3 2020<br><br><br>Q3 2020 | SMTF Members<br><br><br>SMTF Chair |
| | 4.2<br>Fostering common pricing guidance for advice to regional regulators | Regulators to share current pricing methodologies<br><br>Consider appropriate interim pricing arrangements for emerging broadband mobile and satellite applications, e.g. 5G, HAPS & LEO services.<br><br>Capacity building seminar(s) and activities.<br>Explore possible capacity building opportunities through the ITU BR. | Q3 2020<br><br><br>Q2 – Q4 2020<br><br><br><br><br>Q2 – Q4 2020 | SMTF Members<br><br><br>SMTF Chair<br><br><br><br><br>CTU Secretariat |

*Revised 2020-05-28*

| Thematic Area | Initiative | Comments | Time Frame | Lead |
|---|---|---|---|---|
| | | | | |
| 5.0 WRC Outcomes and Implications | 5.1 Identifying lessons learnt and determining planning focus for the future | a. Feedback/reports from WRC-19 attendees<br>b. Group discussions and proposals for effective future actions<br>c. Schedules for NFAT updates per WRC-19 outcomes<br>d. Approach for WRC-23 preparations | Q2 2020<br><br>Q2 – Q3 2020<br><br>Q2 – Q3 2020<br><br>Q2 – Q4 2020 | CTU Secretariat / SMTF Chairman / SMTF Members |
| | | | | |

*Revised 2020-05-28*