



Caribbean Telecommunications Union

Terms of Reference

Caribbean Spectrum Management Task Force

Produced by: CTU Secretariat

Revised 9th January 2017

HARMONISED CARIBBEAN SPECTRUM PLANNING AND MANAGEMENT (HCSPM)

Terms of Reference Caribbean Spectrum Management Task Force

1. Objective

The Caribbean Spectrum Management Task Force (Task Force) shall be guided by and report directly to the Caribbean Spectrum Management Steering Committee (Steering Committee). The Task Force will assist with the implementation of the spectrum management plans and initiatives undertaken by the Caribbean Telecommunications Union (CTU).

The specific responsibilities include:

- Policy Framework and Initiatives
 - Creating functional work plans that expand approaches, specify details, and assign responsibilities and time frames for executing the plans and scope of work assigned by the Steering Committee;
 - Developing, updating and maintaining an appropriate policy framework for Caribbean Spectrum Management Policy Framework to reflect the prevailing market/service demands and technological environment;
 - Developing appropriate harmonized policies and best practices for the management and administration of spectrum in the Caribbean;
 - Establishing a database of regional spectrum allocations and formulating and maintaining an indicative spectrum allocation table for the Caribbean;
 - Providing technology updates and guidance to regional Stakeholders;
 - Assisting in the mitigation and resolution of interference problems;
 - Developing regional expertise and developing and implementing plans to strengthen the institutional mechanisms for spectrum management in the Caribbean;
 - Facilitating the sharing of information and experiences among Caribbean spectrum management stakeholders;
 - Co-opting experts to assist in the work of the Task Force individually or in working groups; and

- Developing positions on spectrum management matters of importance to facilitate appropriate representation of the interests of the region at international fora.
- Projects
 - Participating in Project meetings as requested by the CTU;
 - Reviewing and providing feedback on terms of reference and technical specifications;
 - Reviewing and providing feedback on project deliverables;
 - Providing project updates and information to the CTU and the [relevant](#) Programme Manager;
 - Verifying that the requirements at the national level are in place to support implementation;
 - Assisting to identify the key stakeholders at the national and regional levels who will participate in the project activities;
 - Assisting with the coordination and management of activities at the various stages of project implementation;
 - Serving as the technical advocate at the national and regional levels; and
 - Providing guidance to remove barriers and risks to enable the successful implementation of the project.

2. Composition and Membership

The Caribbean Spectrum Management Task Force shall comprise fourteen (14) members representing the following indicative mix of stakeholders from CTU Member States or other Caribbean States recommended by the CTU Secretariat:

- Nine (9) Representatives (Policy Makers and Regulators) from member countries;
- Three (3) Operators;
- One (1) CTU Secretariat Representative – Secretary; and
- One (1) Academia.

Members of the Task force shall be approved / ratified by the Spectrum Management Steering Committee. The Task Force may consult with industry experts and form working groups to assist to meet the objectives. Any working group so formed shall in the exercise of its functions conform to any directives that may be imposed by the Task Force. The CTU will keep a record of the experts who attend the meetings.

The CTU Secretariat may appoint up to two independent experts to facilitate the work of the Task Force, as required from time to time.

3. Operational Procedures

The Chair and Vice Chair of the Task Force will be elected by Task Force members for a period of one year. The Chair and Vice Chair shall be selected from amongst the representatives from the member countries.

Members of the Task Force are eligible to serve for a term of two (2) years. The CTU Secretary General or a duly appointed representative will be secretary for the Task Force.

Eight persons, inclusive of either the Chair or Vice Chair, shall constitute a quorum of the Task Force.

The Task Force will meet quarterly, 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 r~~Recommendations from the Task Force and the status of ~~the Harmonized Caribbean Spectrum Planning and Management Project~~ any current work and projects will be reported every six months to the Steering Committee in accordance with the schedule of Steering Committee meetings.

Minutes of meetings of the Task Force 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 Task Force 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).

~~The cost of participation of all members, except the three Operators, of the Task Force will be met from resources of the Harmonized Caribbean Spectrum Planning and Management Project to approximately March 2015. Members who are able to finance their participation will be encouraged to do so in order to reduce project costs.~~

Subsequent funding arrangements will be reviewed and determined.