Membership Prospectus

Join the
Caribbean Telecommunications Union
in
Shaping Caribbean Communications

Date: January 2024

Caribbean
Telecommunications
Union

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Membership Prospectus

1. Historical Overview

On 28th April 1989, the Heads of Caribbean Governments entered into a treaty to establish the Caribbean Telecommunications Union (CTU). The CTU's primary mandate was to support the development of the regional telecommunications sector.

In 2003, in response to rapid technological innovation and the convergence of the information and telecommunications sectors, the CTU began a re-structuring exercise to make it relevant to the evolving environment and more responsive to the needs of its Member States. In 2004, it defined a new strategic direction to address the development of both the information and telecommunications sectors, now known as the information and communications technologies (ICT) sector in the Caribbean and expanded its membership to include non-CARICOM states, private sector organisations and civil society.

The CTU provides enlightened leadership in the formulation of regional policy, capacity building, promoting ICT for national and regional development, coordinating regional ICT projects and representation of the region at international ICT fora.

The CTU continues to re-invent itself in response to the dynamism of the continually evolving ICT environment and, as a result, it now occupies a unique leadership position in the Caribbean ICT sector and is at the forefront of the region's Digital Transformation efforts. This will lead to the creation of a Single ICT Space, the digital layer of the Caribbean Single Market and Economy.

2. Our Invitation to You

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 many diverse stakeholders. Having transformed itself into a multi-stakeholder organisation, the CTU works collaboratively with governments, regional ICT institutions, the private sector and civil society to advance ICT-enabled Caribbean development

We invite you to join us in *Shaping Caribbean Communications* as a member of the CTU.

3. Membership Benefits

Outlined below are the minimum benefits members of the CTU enjoy.

1. Being part of the process for reshaping and developing the Caribbean ICT sector in the only inter-governmental organisation for ICT policy formulation in the Caribbean by:

- Contributing to the process of regionally harmonised ICT policy formulation and the development of technical standards and practices for the ICT Sector;
- Assisting in informing and raising the level of understanding of ICT decision makers for the development of the ICT sector; and
- Networking with decision makers to forge alliances to advance ICT-enabled Caribbean development.

2. Collaborating with CTU executives and members to promote ICT-enabled development by:

- Presenting and explaining positions and proposals for ICT development to the statutory bodies of the CTU;
- Working collaboratively in a multi-stakeholder environment to find solutions for the challenges in the ICT sector; and
- Working in partnership with CTU members to execute ICT projects.

3. Highlighting your organisation's contribution to *Shaping Caribbean Communications* by:

- Being part of the region's most respected regional ICT organisation with a governmental mandate to plan, coordinate and implement activities that foster development of the region's ICT market; and
- Supporting the CTU's flagship events by presenting perspectives, educating, participating in working committees and sponsoring CTU activities.

4. Obtaining deeper insight into the Caribbean ICT development agenda and plans by:

- Accessing information on the ICT Sector, Member States, technologies and the Caribbean ICT market; and
- Hearing the concerns and needs of Member States and their governments.

5. Accessing the CTU's Services

- Obtaining technical assistance and solutions for challenges that are affecting Caribbean markets; and
- Being informed and educated on all aspects of ICT through the CTU's capacity building programmes.
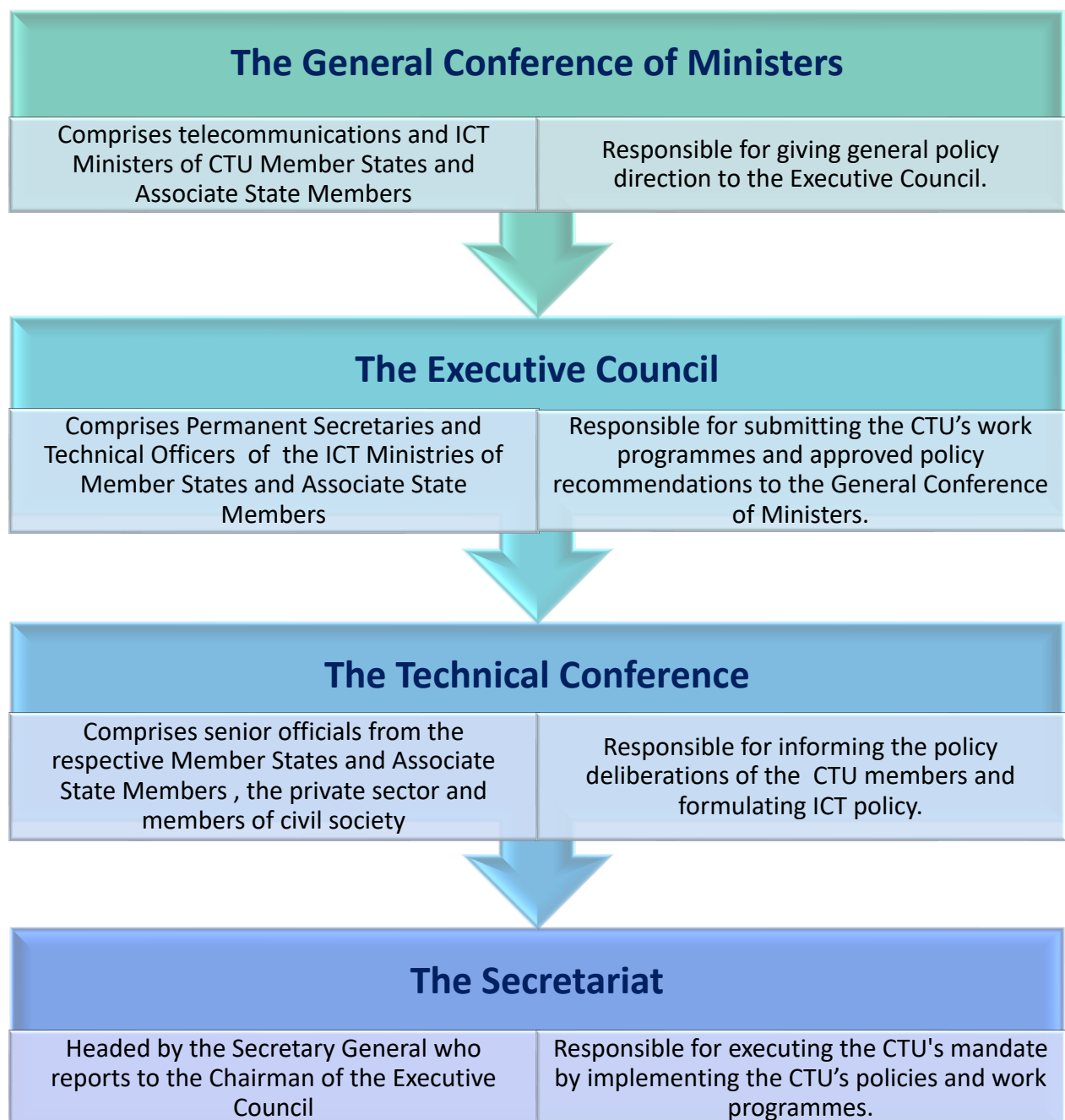
4. The CTU

- **Vision**

  To be the prime catalyst for ICT-enabled cooperation and development in the Caribbean.

- **Mission**

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

- **Governance**

  The direction, effectiveness, supervision and accountability of the CTU is prescribed through the governance structure for its statutory bodies presented below.

The General Conference of Ministers	
Comprises telecommunications and ICT Ministers of CTU Member States and Associate State Members	Responsible for giving general policy direction to the Executive Council.

The Executive Council	
Comprises Permanent Secretaries and Technical Officers of the ICT Ministries of Member States and Associate State Members	Responsible for submitting the CTU's work programmes and approved policy recommendations to the General Conference of Ministers.

The Technical Conference	
Comprises senior officials from the respective Member States and Associate State Members , the private sector and members of civil society	Responsible for informing the policy deliberations of the CTU members and formulating ICT policy.

The Secretariat	
Headed by the Secretary General who reports to the Chairman of the Executive Council	Responsible for executing the CTU's mandate by implementing the CTU's policies and work programmes.

5. The Work of the CTU

The CTU works in the following strategic areas:

1. Policy Development

- Formulating Caribbean harmonised ICT Policies through multi-stakeholder engagements with governments, regional and international ICT organisations, the public and private sector, civil society and ICT technology organisations of the Technical Conference.

2. Coordinating Regional Projects

- Bringing together and coordinating the activities of ICT stakeholders to execute regional projects.

3. Capacity Building

- Building public awareness and educating its members and Caribbean stakeholders on all aspects of ICT for development.

4. Representation

- Developing Caribbean positions on ICT issues through its conference and working group activities and presenting them at international ICT fora.

5. Technical Support

- Providing technical support to members and ICT stakeholders in the region through its advisory, planning and implementation services.

6. Industry Watch

- Serving as an industry watch, bringing to the attention of members, trends in the global ICT market and issues that will impact the region's ICT-enabled growth and development.

6. CTU's Leadership

The CTU has demonstrated global and regional leadership in many areas including:

- **Internet Governance**
  In 2005, the CTU instituted the first regional Internet Governance (IG) Forum in the world – the Caribbean Internet Governance Forum (CIGF). Now in its 15th year, the CIGF can boast of having the only regional IG policy framework, which is being implemented across the Caribbean. Through the work of the CIGF, hundreds of national and regional stakeholders have been educated on IG topics of relevance to the Caribbean and 12 Caribbean Internet Exchange Points have been established.

- **Spectrum Management**
  In 2008, the CTU completed phase 1 of the Caribbean Spectrum Management Project, which reformed the Caribbean's spectrum management practices. This project resulted in the first ever harmonised spectrum management policy framework for the Caribbean. A second phase of the project that addressed frequency allocations, cross border interference, digital broadcasting and spectrum pricing was completed in 2016. The output of Phase 2, the Caribbean Spectrum Management Strategic Plan is now being implemented.

- **Caribbean ICT Roadshow**
  The Caribbean ICT Roadshows initiative was launched in 2009 to build awareness of the power of ICT to foster development and also to support young ICT innovators and entrepreneurs. The Roadshow, the only one of its kind in the Caribbean, has been held 23 times in 18 Caribbean countries. During the period 2018 – 2020, the roadshows will focus on advancing the CTU's **'Towards 21st Century Government'** initiative.

- **21st Century Government**
  In January 2018, the CTU launched its 21st Century Government initiative, which seeks to support governments in the roll-out of e-government services. A 21st Century Government is one characterised by citizen-centric, seamless, open, interactive, efficient and transparent processes, which makes effective use of ICT to deliver services to its citizens, and to its internal and external clients. The establishment of 21st Century Government seeks to transform the public service, strengthen economic competitiveness and promote sustainable development.

- **ICT4PWDs and CVAS**
  Since 2013, the CTU has been raising awareness and demonstrating the use of ICT tools for enhancing the quality of the lives of people with disabilities (PWD) through workshops and Seminars. In 2020, the CTU will be embarking on a pilot of the Caribbean Video Assistance Service (CVAS), which will provide video relay services for the deaf and blind.

- **Caribbean Centre of Excellence: Project Management**
  The CTU is recognised for its project management capabilities and is regarded as a highly effective executing agency.

7. Membership Categories

The following are the categories for CTU membership:

Member State
- All Member and Associate States of the Caribbean Community

Associate State Member
- Non-CARICOM Caribbean States
- Members of the Association of Caribbean States

Private Sector
- Any company that is involved in the Caribbean ICT sector as providers of:
  - Public ICT services;
  - Electronic media and broadcasting services;
  - Technology solutions or equipment; and
  - ICT consultancy services

Civil Society
- Non Governmental Organisations
- Non-profit organisations involved in the provision of ICT services;
- Trade or professional associations;
- Academic Institutions;
- Regulatory Agencies; and
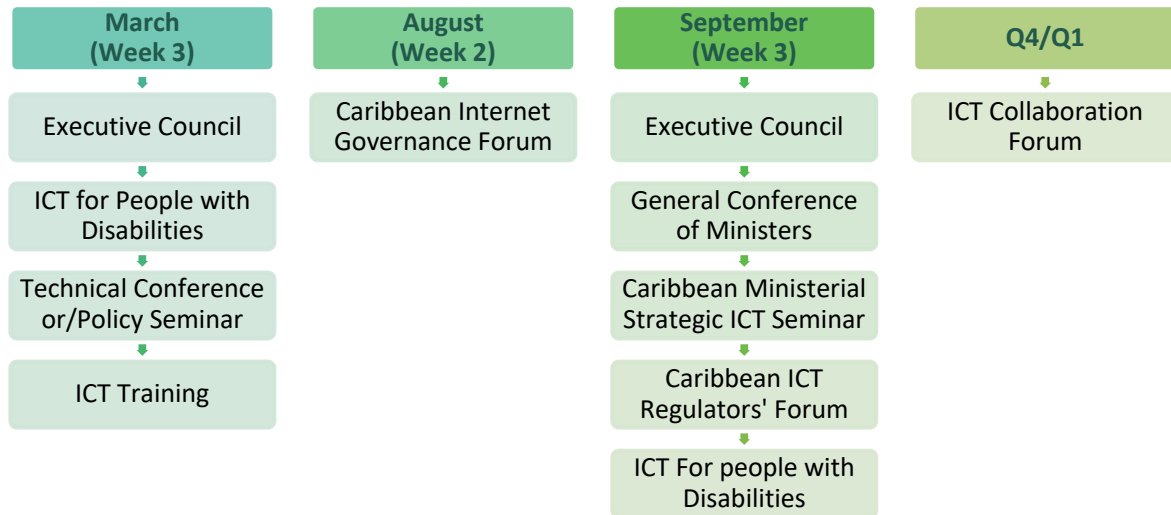- Regional or international ICT Organisations

8. Members' Duties

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

- Comply with the decisions taken by the General Conference;
- Promote the mission of the CTU;
- Pay annual Contributions s 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 organised by the CTU.

9. Schedule of CTU's Annual Events

The main events are presented below. They are generally held at various venues throughout the Caribbean, on the invitation of Member States.

March (Week 3)	August (Week 2)	September (Week 3)	Q4/Q1
Executive Council	Caribbean Internet Governance Forum	Executive Council	ICT Collaboration Forum
ICT for People with Disabilities		General Conference of Ministers	
Technical Conference or/Policy Seminar		Caribbean Ministerial Strategic ICT Seminar	
ICT Training		Caribbean ICT Regulators' Forum	
		ICT For people with Disabilities	

In addition, the CTU Caribbean ICT Roadshow's and Caribbean FutureScape(?) related activities and other capacity-building events are scheduled in the CTU's Annual Work Programme in response to the needs and requests of members, project requirements and new developments in the industry.

10. CTU Members

MEMBER STATES

Anguilla   Antigua and Barbuda

Barbados   Belize   British Virgin Islands

Cayman Islands   Dominica   Grenada   Guyana

Jamaica   Montserrat   St. Kitts and Nevis   St. Lucia

St. Vincent and the Grenadines   Suriname   The Bahamas

Trinidad and Tobago   Turks and Caicos Islands

ASSOCIATE STATE MEMBERS

St. Maarten   Cuba

PRIVATE SECTOR AND CIVIL SOCIETY MEMBERS

American Registry for Internet Numbers (ARIN), Anguilla Public Utilities Commission, Bureau Telecommunicatie en Post – Curacao (BT&P), Cenerva, Cloud Carib Ltd., Crimson Logic (T&T) ltd., Dauphin Telecom, Digicel -Trinidad & Tobago, Eastern Caribbean Telecommunications Authority (ECTEL), Guyana Public Utilities Commission, Inmarsat, International Amateur Radio Union - Region2 (IARU-R2), Internet Corporation of Assigned Names and Numbers (ICANN), Internet Society (ISOC), Latin American and the Caribbean Internet Addresses Registry (LACNIC), Loon LLC, Telecommunications Authority of Suriname (TAS), Telecommunications Authority of T&T (TATT)

11. Members' Entitlements

The entitlements of members in each category are outlined below.

Member States shall be entitled to:

- Participate in all activities of the CTU;
- Hold an elected office in any of the organs of the CTU, consistent with the qualifying requirements
- Nominate candidates for election as CTU officials;
- Exercise one vote at the General Conference and at the Executive Council;
- Chair standing or ad hoc working committees that may be agreed upon by the General Conference or the Executive Council; and
- Host CTU events

Associate State Members shall be entitled to:

- Participate in all activities of the CTU;
- Chair standing or ad hoc working committee that may be agreed upon by the General Conference or the Executive Council;
- Host CTU events

Private Sector and Civil Society Members are entitled to:

- Participate by invitation in designated sessions of Statutory Meetings[1] of the CTU.
- Attend and participate fully in the non-statutory activities of the CTU, subject only to any specific directions that may be given by the General Conference.
- Sponsor CTU Events[2]

Notes

1. Executive Council and General Conference of Ministers
2. Private Sector Members have the option to commit to sponsoring CTU events for three years at a time.

12.Membership Contributions Structure

The annual membership Contributions for different categories of Members is as follows:

- **Member States/Associate State Member**

	Fee (US$)
• Range	7,800 to 68,900
• To be determined depending on the State's economic classification	

- **Private Sector**

	Fee (US$)
• **Micro Companies** *Revenue less than US$ 1.0M*	3,900
• **Small Companies** *Revenue from US$ 1.0M up to US$ 8.0M*	7,800
• **Medium Companies** *Revenue from US$ 8.0M up to US$ 15.0M*	13,520
• **Large Companies** *Revenue greater than US$ 15.0M*	20,800

- **Civil Society**

	Fee (US$)
• Non-profit ICT organisations	845
• Trade or professional associations	"
• Academic Institutions	"
• Regulatory Agencies	"
• Regional ICT Organisations	"
• Non-Governmental Organisations	390

13.Contact Us

For more information on joining the Caribbean Telecommunications Union, please contact:

Mr. Gary Kalloo	Tel: (868) 628 0281 Ext. 230	4 Mary Street
Director Business Development	Fax: (868) 622 6523	St Clair
	E-Mail: gary.kalloo@ctu.int	Port of Spain
	E-Mail: info@ctu.int	Trinidad and Tobago
	Website: www.ctu.int	

Caribbean Telecommunications Union

Application for Membership

Government/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)

Member State   Associate State Member   Private Sector   Civil Society

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 Government/Organisation:

Name 1: _____	**Title:** _____	
Date: _____	**Signature:** _____	
Name 2: _____	**Title:** _____	
Date: _____	**Signature:** _____	

Notes

1. *Please affix Government/Organisation Seal or Stamp in the space below the signatures.*
2. *Completed application forms may be submitted to the CTU Secretariat for the Attention of the Secretary General at:*

      4 Mary Street   Tel: (868) 628 0281
      St Clair   Fax: (868) 622 6523
      Port of Spain   E-Mail: info@ctu.int
      Trinidad and Tobago   Website: www.ctu.int

3. *Application forms must be accompanied by an overview of the Country/Organisation.*
4. *Private Sector organisations must submit their latest audited financial statements.*
5. *Countries/Organisations accepted for membership will be notified and, where applicable, advised of the Membership Fee.*
6. *Acceptance into membership will only become effective upon receipt by the Secretariat of the annual membership fee.*
7. *Queries may be directed to the CTU Secretariat at telephone: 1-868-628-0281 Ext 239*