



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

**15<sup>th</sup> – 16<sup>th</sup> May 2025**

**In-Person, Hyatt Regency, Port of Spain, Trinidad and Tobago**

The Caribbean Telecommunications Union (CTU) invites you to attend a scheduled in-person meeting of the Caribbean Spectrum Management Task Force (SMTF) on 15<sup>th</sup> and 16<sup>th</sup> May 2025 at the Hyatt Regency Trinidad. This immediately follows the [2<sup>nd</sup> Caribbean Spectrum Management Conference](#), organized by ForumGlobal and hosted by the Telecommunications Authority of Trinidad and Tobago taking place at the same venue on 13<sup>th</sup> – 14<sup>th</sup> May 2025.

### **Background**

Regional harmonisation of spectrum management policies and practices as well as relevant capacity building initiatives are being coordinated regionally by the Caribbean Telecommunications Union (CTU) through the work of the Spectrum Management Steering Committee (SMSC) and the multi-stakeholder Spectrum Management Task Force (SMTF). The harmonisation work continues to be guided by tenets of the **Caribbean Spectrum Management Strategic Plan** developed by these two groups, which seeks to achieve the following goals across the region:

- Harmonisation of national frequency allocations and band plans, including common frequencies and international protocols for disaster management and emergency telecommunications
- Minimisation of cross border interference
- Establishment of common approaches to digital broadcasting switchover, TV white spaces regulation and spectrum pricing.

In addition to focusing on these goals, the ongoing work of the SMTF and SMSC also creates and leverages capacity-building opportunities and addresses important current matters arising, such as regional preparations for ITU World Radiocommunication Conferences.

## **Spectrum Management Task Force (SMTF) Meeting Objectives: 15<sup>th</sup> and 16<sup>th</sup> May 2025**

The main objectives of this meeting are as follows:

- Workshop to review fundamental principles of the Caribbean Spectrum Management Strategic Plan
- Meetings of the Working Groups of the SMTF
- Engagements with industry stakeholders in spectrum management
- Focus on relevant CITECH Technical Handbook and/or Best Practice Guidelines
- Receive feedback from the SMSC
- Review status of the SMTF 2025 Action Plan

### **Participation**

Registration for the SMTF meeting is separate and distinct from registering for the 2<sup>nd</sup> Caribbean Spectrum Management Conference that precedes it. Please register to attend the SMTF meeting by following this link:

<https://form.jotform.com/CTUnion/SMTF2025TT>

Also visit and follow our CTU event page at <https://ctu.int/event/spectrum-management-task-force-and-workshop-6/> where progressively updated information for SMTF participants will be posted.

Persons attending the associated [2nd Caribbean Spectrum Management Conference](#) are also advised to visit that web site for additional information.

### **Target Audience**

- Members of the Spectrum Management Task Force
- Members of the Spectrum Management Steering Committee
- Representatives (Policy Makers and Regulators) from CTU member countries
- Policy-makers and regulators from non-CTU countries
- Caribbean telecommunications industry practitioners and stakeholders
- Other telecommunications industry practitioners and stakeholders
- Telecommunications industry associations and regional organisations
- International telecommunications organisations
- CTU Secretariat support staff.

# MEETING OF THE CARIBBEAN SPECTRUM MANAGEMENT TASK FORCE

## DRAFT AGENDA

### Day 1 – 15<sup>th</sup> May 2025

15 <sup>th</sup> May 2024		
Indicative Time (UTC -4)	Agenda Items	Lead/Presenter
9:00 a.m.	Opening Remarks	CTU / SMTF Chair
9:15 a.m.	Introduction of Delegations	SMTF Chair
9:25 a.m.	Feedback from the SMSC	SMSC Chair
9:55 a.m.	Presentation on relevant CITEI Technical Handbook and/or Best Practice Guidelines	
10:30 a.m.	<b>Coffee Break</b>	
10:45 a.m.	Engagements with Industry Stakeholders	
12:00 p.m.	<b>Lunch</b>	
1:30 p.m.	Meetings of the SMTF Working Groups	Working Group Leads
3:00 p.m.	Break	
3:15 p.m.	Plenary Sharing of Working Group Outputs	Working Groups
5:00 p.m.	End of Day 1	

### Day 2 – 16<sup>th</sup> May 2025

16 <sup>th</sup> May 2024		
Indicative Time (UTC -4)	Agenda Items	Lead/Presenter
9:00 a.m.	Opening Remarks	CTU / SMTF Chair
9:15 a.m.	Strategic Plan Review Workshop	Facilitator
10:45 a.m.	<b>Coffee Break</b>	
11:00 a.m.	Strategic Plan Workshop	Facilitator
12:00 p.m.	<b>Lunch</b>	
1:30 p.m.	Review and Update Status of the SMTF Action Plan 2025	SMTF Chair / CTU
3:30 p.m.	Planning Next Steps and Meetings	SMTF Chair / CTU
4:00 p.m.	Close of Meeting	SMTF Chair