

CTU Network of Women (CTU NoW)

Terms of Reference (ToR)

BACKGROUND

The Caribbean Telecommunications Union (CTU) recognises the pivotal role of women in the development of the Information and Communications Technology (ICT) sector. However, despite significant progress, women remain underrepresented in this field.

To address the gender gap, the CTU's Executive Council, at its 47th meeting in March 2023, approved the proposal "**Advancing Gender Mainstreaming: Integrating Parity, Equality and Equity into the National ICT Agendas of CTU Member States.**" This proposal was subsequently recommended to the General Conference of Ministers (GC) and at its 28th GC in Barbados in October 2023 and again at its 30th GC30 held in St Kitts and Nevis in October 2024 the GC resolved to adopt the Gender Equality proposal. It was agreed to recommend the appointment of National Focal Points (NFPs) from Member States and Points of Contact (PoC) from non-member states in accordance with Proposal 1 of the Resolution.

A key mechanism for mainstreaming gender within the National ICT Agendas of CTU Member States is to establish the CTU Network of Women (CNoW), composed of NFPs from Government Ministries across the CTU's twenty (20) Member States and PoCs from CTU private sector, regulatory bodies, academia and civil society members.

OBJECTIVES

1. The primary objectives of the CTU Network of Women are to:
2. Promote gender mainstreaming, to achieve parity and equity in the National ICT agendas to respective Governments;
3. Facilitate knowledge sharing, mentorship and networking opportunities for women and girls in ICT in the Caribbean;
4. Advocate for policies and initiatives that support the inclusion and advancement of women and girls in ICT; and
5. Provide a platform for collaboration on projects and initiatives aimed at increasing women's participation in International Telecommunication Union (ITU) and Inter-American Telecommunication Commission of the Organization of American States (CITEL/OAS) activities.

SCOPE OF WORK

The scope of work for the CTU Network of Women includes, but is not limited to:

1. Organising monthly or quarterly meetings and forums to discuss challenges and opportunities for women and girls in ICT in the Caribbean.
2. Developing and implementing mentorship programs to support the professional growth of women and girls in STEM and the ICT sector in general.
3. Conducting research and surveys to gather data on women's participation in ICT and to identify areas for improvement.
4. Collaborating with educational institutions to promote ICT education and careers to young women and girls.
5. Advocating for gender-responsive policies and initiatives at the national and regional levels.
6. Creating a digital platform for members to share resources, opportunities, and best practices.
7. Facilitating and contributing to the review of Draft Inter-American Proposals, DIAPs, and Inter-American Proposals, IAPs, from a gender perspective to:
8. provide valuable contributions to CITEL
9. advance the work and impact of the work of the Network in the Caribbean

MEMBERS

Membership of the CTU Network of Women will comprise Government, private sector, regulatory bodies, academic and civil society representatives from the CTU's twenty (20) Member States. Members should meet the following criteria:

1. A professional woman currently working in the ICT sector;
2. A demonstrated commitment to advancing gender equality in ICT;
3. Experience in policy advocacy, project management, or community engagement

Our immediate priority is to develop the 2025 action plan in preparation for the **ITU's World Telecommunication Development Conference 2025 (WTDC25)** and the ITU's Plenipotentiary Conference 2026 (PP26).

MEMBER STATES (at least one (1) with a maximum of two (2) representatives)

ROLE OF THE NATIONAL FOCAL POINT (NFP):

- Represent the Member State within the CNoW;
- Facilitate communication between the CNoW and national stakeholders;
- Promote gender inclusion initiatives at the national level;
- Support the development of programmes that encourage female participation and leadership in ICT

NON-STATE MEMBERS

ROLE OF POINT-OF-CONTACT (PoC)

- Support the National Focal Point (NFP) as required at international fora
- Represent your organisation or sector by participating in multi-stakeholder activities within the CTU CNoW
- Contribute to proposals and policies to the CTU within the CNoW.
- Support the development of programmes that encourage female participation and leadership in ICT.

STRUCTURE

The recommended structure of the CTU Women ICT Leadership Network comprises at a minimum:

1. CTU Regional Focal Point: Ms. Francola John, Stakeholder Engagement Specialist and CTU's Focal Point for the International Telecommunications Union (ITU) NoW.
2. Proposed/Recommended Advisory Team: Dr. Kim Mallalieu, Vice Chair of the NoW in ITU-D Advisory Board, Ms. Maria Fuenmayor (Representative from CITELE); Ms. Mavis Johnson-Collie (Mentorship coordination team and PWD advocate); Mrs. Cynthia Reddock-Downes, Deputy Chair, ITU Study Group 3.
3. National Focal Points (NFP): One or two representative from each CTU Member State.
4. Points of Contact (PoC): Private Sector, Regulatory Body, Academia and Civil Society

Meetings: The 1st will be convened on Wednesday 13th November 2024.

The Network will hold:

1. one (1) virtual quarterly meeting during the months of March, June, September and December to discuss ongoing activities and updates.
2. Ad-hoc meetings, called by the CTU Regional Focal Point, as necessary as it pertains to preparation for WTDC25 and PP26.

PROJECTS AND PROJECT FUNDING

The network will explore various funding sources, including:

1. Grants and sponsorships from international organisations, NGOs and private sector partners; and
2. Fundraising activities organised by the Network.

MONITORING AND EVALUATION

The Network will establish a Monitoring and Evaluation (M&E) framework to assess the effectiveness of its activities and initiatives. Key performance indicators (KPIs) will be developed to measure progress towards achieving the Network's objectives. Regular reports will be prepared and shared with all members and stakeholders.

COMMUNICATION

Effective communication will be maintained through:

1. A Whatsapp group dedicated to the CTU Network of Women;
2. Quarterly "In the k-NoW" newsletter and email updates to members; and
3. Annual reports detailing the Network's activities and achievements.

ADOPTION AND IMPLEMENTATION:

These Terms of Reference (TOR) will be effective upon adoption by the inaugural meeting of the CTU Network of Women (CNoW) which will be convened with a minimum of ten (10) representatives with an aim to reach a full complement of members. Immediate steps will be taken to implement the Network's objectives and activities as outlined.

By adopting these Terms of Reference, we commit to fostering a collaborative and supportive environment for women in the ICT sector across the Caribbean. We also ensure the active participation and contribution of women in the region's digital transformation.

For more information, please contact Ms. Francola John, Stakeholder Engagement Specialist and CTU Focal Point for ITU's Network of Women at francola.john@ctu.int or via 1-868-628-0281 Ext. 231 (O); 1-868-467-2864 (M).