

July 14, 2013

Broadband Infrastructure Inventory and Public Awareness in the Caribbean (BIIPAC) Project's July 2013 Steering Committee Meeting

Suggested Operational Rules and Remit of the BIIPAC Steering Committee

The suggested operational rules for the BIIPAC SC are as follows:

- 1.** The BIIPAC SC will be chaired by the Vice Chair of the CANTO Board, **Ms. Karen Bevans**.
- 2.** Quorum shall be defined as **3 of 9** voting members being present. The 9 voting members comprise the 8 beneficiary country representatives plus the CANTO Secretary General.
- 3.** The SC shall meet three times per year with at least one of these being a face-to-face meeting. The other two meetings shall be facilitated electronically. One month in advance notice to be given for in-person meetings. Two weeks notice to be given for electronic meetings.

Note that there will be possible joining of forces with the CTU re: the hosting of the 2014 in-person meeting.

The suggested remit of the BIIPAC SC is as follows:

- 1.** To ensure the overall coordination and decision making of the project implementation
- 2.** To facilitate cooperation among regional and national institutions in the provision of information & data
- 3.** To inform the members' countries and stakeholders, on issues concerning various aspects of the project
- 4.** To approve the work plan and budget prepared by the Executing Agency (CANTO) and the tentative schedule of meetings
- 5.** To approve potential technical resources for the project (e.g. experts, information and materials, etc.)
- 6.** To take necessary action to support the activities and the work of the Technical Committee

The Regional Coordinator, Ms. Ayanna Samuels, will participate in the SC and is responsible for implementing the guidelines and recommendations given.