

Draft Minutes of 32nd Annual General Meeting
Tuesday 2nd February, 2016
Co-Hosted by DIGICEL, Haiti
Port-au-Prince

The 32nd Annual General Meeting commenced at 1.30pm

In Attendance were:

Directors

Mr. Julian Wilkins	-	Chairman, Digicel, Trinidad & Tobago
Mr. Leon Williams	-	Vice Chairman -The Bahamas Telecommunications Co. Ltd.
Mrs. Helma Etnel	-	Treasurer -Telem Group, St. Maarten
Mr. Charles Carter	-	Director -TSTT, Trinidad & Tobago
Ms. Opal Neil	-	Director - Cable & Wireless Communications
Ms. Melesia Sutherland	-	Director- Cable & Wireless Antigua & Barbuda Ltd.
Ms. Rochelle Cameron	-	Director - Cable & Wireless Grenada Ltd.
Mrs. Gail Moss-Solomon	-	Director – Digicel, Turks & Caicos Ltd.
Mrs. Teresa Wankin	-	Secretary General - CANTO (Ag.)

Excused

Mr. Lyrio Gomez	-	Director - United Telecommunication Services
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Full Members Present

There were fifteen (15) members present:

1. Antigua Public Utilities Authority (APUA)
2. Bahamas Telecommunications Company
3. Belize Telemedia Ltd.
4. C&W Antigua & Barbuda
5. C&W Communications
6. C&W Grenada
7. C&W, Jamaica
8. Digicel Haiti
9. Digicel, Jamaica
10. Digicel, Trinidad & Tobago
11. Digicel, Turks & Caicos
12. GT&T, Guyana
13. TELEM, St. Maarten
14. TSTT, Trinidad & Tobago
15. UTS, Curacao

Members Represented by Proxy Holders

There were fifteen (15) members represented by proxy:

- 1) C&W Anguilla
- 2) C&W Barbados
- 3) C&W, Dominica
- 4) C&W, St. Kitts & Nevis
- 5) C&W, St. Lucia
- 6) C&W, St. Vincent
- 7) Digicel, Aruba
- 8) Digicel, Bermuda
- 9) Digicel, Bonaire
- 10) Digicel, Anguilla
- 11) Digicel, BVI
- 12) Digicel, Cayman Islands
- 13) Digicel, Dominica
- 14) Digicel, St. Kitts & Nevis
- 15) Digicel, St. Vincent

Call to Order & Welcome

The Chairman, Mr. Julian Wilkins welcomed all present to the 32nd Annual General Meeting on behalf of the Board of Directors and the Secretariat.

The Chairman reported that the Notice of the 32nd Annual General Meeting was circulated on 7th December, 2015 and proposed such as being read by all members in attendance. Members in attendance were reminded that only Full Members were entitled to vote and hold office in the Association. Any member in arrears for more than six months was not financial and the directors may order the name to be struck off the list of members whereupon that member shall cease to be a member of the Company. The Secretariat has informed the members whose subscription payments were not up to date and the Chairman advised that these members will be entitled to vote as the Board of Directors have not struck any organizations off the list of membership.

He noted that several Directors were present at the AGM meeting and introduced each to the membership.

Introduction of Directors

Directors at the Head Table: Mr. Julian Wilkins, Chairman (Digicel Trinidad & Tobago); Mr. Leon Williams, Vice Chairman -The Bahamas Telecommunications Co. Ltd.

Mrs. Helma Etnel, Treasurer (Telem Group) and Mrs. Teresa Wankin, Ag. Secretary General of CANTO.

Present at the Meeting: Mr. Charles Carter, Director, (TSTT) Ms. Melesia Sutherland, Director (C&W Antigua & Barbuda) Ms. Opal Neil, Director (C&W Communications Ltd); Mrs. Gail Moss-Solomon, Director (Digicel Turks & Caicos) and Ms. Rochelle Cameron, Director – Cable & Wireless Grenada

The Chairman reported that he received notification that Director, Lyrio Gomez of UTS, would not be present at this Annual General Meeting.

Meeting Quorum

In accordance with the by-laws a quorum was established for the commencement of the meeting. The Secretary General announced that there were fifteen (15) full members present and fifteen(15) full members were represented by proxy amounting to a total of thirty (30) members representing 77% of the membership.

ITEM 1: Confirmation of Minutes

The Chairman advised all that they would have received the minutes of the 31st Annual General Meeting and as such it is taken as being read. He then asked if there were any suggested changes to the text. With there being none, he moved a motion to confirm the minutes of the 31st AGM. On a motion moved by C&W Grenada and seconded by Digicel Turks & Caicos, the minutes were approved as presented.

ITEM 2: Matters Arising from the Minutes

The Chairman opened the floor to members for questions and matters arising. There being no questions or matters arising, this Agenda item was closed.

ITEM 3: Presentation of Committee Reports

a) Disaster Recovery Planning Committee

The Committee Chair, Ms. Heather Wallen-Bryan reported that the committee held two face to face meetings and monthly meetings via conference calls for the year. There were thirteen (13) persons in attendance at this meeting. She reported that for the first time, the DRP committee developed a hurricane stimulation plan which was coordinated by CDEMA. Theft and vandalism of telecommunications equipment will be one of the areas on which the committee will focus, data will be provided by Digicel and Flow. The committee in collaboration with ECLAC is developing a Damage and Loss Methodology Assessment for the telecom sector in the region.

Activities of Committee

- Hurricane Simulation Coordinated by CDEMA
 - Participants–Belize, Dominica, Bahamas, Jamaica, Trinidad & Tobago

- Developed Disaster Response Form
 - To be used as a reporting tool by members of CANTO
- Presentation of Emerging Telecommunications Risks
 - Theft & Vandalism of Telecommunications equipment.
- Liaised with and reported on Dominica and Bahamas during Hurricanes Joaquin and Erika.
- Facilitated ECLAC's Economic Damage and Loss Assessment methodology for Caribbean telecommunications organizations.

The Way Forward –Next 6 Months

- Increase Membership
- Send out information on hurricane relief so that damage and impact could be known
- List of Suppliers of goods and services to be documented and shared with CANTO
- Look at a holistic approach on Risk Management
- BCM Continuity
- BCM Training for Members
- Assist ECLAC with development of Damage and Loss Methodology Assessment and assist in obtaining funding for cell broadcasting

b) Financial Advisory Committee

The Chairman, Mr. Denelle Richards introduced the members of the committee and outlined that the responsibilities of the FAC is to advise the Board on the Financial Operations of CANTO which mainly includes;

- Reviewing annual reports, including the budget
- Identifying any new investment opportunities
- Ensuring the internal controls are adequate to secure the assets
- Recommending new sources of revenue streams

He reported that the committee focused on the following areas:

Auditor's report

- Annual reports including budgets are submitted timely and accurately
- The Management letter from the auditors does not indicate any matter that warrants any serious change to the procedure and administration
- No abnormal changes/ developments in the figures presented
- The organization received an unqualified auditor's opinion

Identifying Investment Opportunities

- Revisit the policies and procedures with relations to Investments.
 - Current Investments:
 - Clico Investment Fund (51,200 units) \$184,320.00
 - Unit Trust: \$64,808.00
- CANTO applies a conservative investment approach: risk averse
- No significant earnings from investment
- Exploring Investment opportunities within member countries that would provide a reasonable rate of return.

Debt Collections

- Delinquent Members and Non Members
 - Accounts receivables for Sept 2015 amounted to \$748,226
 - A comprehensive collections strategy should be implemented to address the outstanding arrears
 - The non members outstanding for collection amounted to \$313,877
 - A new strategy will allow CANTO to pursue delinquent accounts and create a legal proceeding if needs be or instructed by the Board.
 - A list of accounts with arrears will be compiled and reviewed by the FAC to create the strategy to address the delinquency.
 - It was discussed that access to CANTO's scheduled events should not be granted until payment arrangements are made by these customers.

Ensure Maintenance of internal control procedures

- The applied internal control procedures are sufficient and up to standards
- The Management letter from the auditors does not indicate any matter that warrants any serious change to the IC procedures and administration

Recommend new sources of funding

- CANTO Members need to brainstorm with ideas for new revenue streams.
- Revenue from Exhibitors have declined mainly from the reduction in the number of vendors registered.
 - This should be a concern for CANTO, and feedback from the vendors will be crucial to identify the reasons for the decline.
 - A possibility to increase the number of exhibitors could be done by promoting for more interactive sessions between Telco and vendors.

Conclusion

Balance Sheet:

- Collection of accounts receivable needs continued attention

- Investment possibilities are limited
- The organization has no long-term liabilities
- CANTO liquidity position is healthy

Income statement

- Diversification of income should be investigated
- New income generating ideas are needed
- No significant overspending and waste
- The company realized an operating loss of \$70,277

c) Marketing and Communications Committee

The Committee Chair, Mr Joseph Samuel explained the purpose of the committee, increasing the visibility of CANTO among its membership and the Region and other services where required.

The committee meets every third Thursday monthly via conference call. Members of the committee were then introduced. He reported on the following:

Activities from the last 6 months

- Monthly conference calls
- Successfully ran the second annual Marketing Forum at the 2015 Conference
- Evaluated the Marketing Forum from CANTO 2015 – lessons learned for Puerto Rico 2016
- Developed new theme for Haiti AGM and Puerto Rico Conference – *“Inspiring ICT Innovations: Building an Entrepreneurial Ecosystem through Sustainable Strategic Partnerships”*
- Website – In discussions with website consultant for further website upgrades in order to facilitate additional plugins

Activities for the next 6 months

- Developing the third Marketing forum in Puerto Rico, facilitated by Melissa Harris
- Revisiting the ‘welcome session’ (aimed at first time attendees)
- Drive more traffic on our website
- Revenue opportunities being developed:
 - Silent Auction / Bingo (Proposed for the Closing Ceremony)
 - Training for telecom professionals (at AGM and Online)
 - Job Bank
 - Ezine
 - Annual ‘CANTO Best In’ Awards Ceremony
 - Tiered Membership with value proposition.
 - Create an activities road map that will detail short, medium, and long term scheduling of revenue generation to include timelines
- Develop agenda for the Conference and Trade Exhibition in Puerto Rico

d) **Human Resource Committee**

Mr. Linus Rogers, Committee Chair, reported that the committee faces challenges in getting members to join the committee. He then introduced the core members of the committee and identifying the terms of reference of the committee as responsible for identifying and addressing Human Resource issues and trends in the region.

Activities from the last 6 months:

- Monthly conference calls;
- Successfully held HR Forum 2015 in Miami;
- Evaluated the HR Forum held over the years to identify trends;
- Developed work Plan for the period October 2015 to September 2016;
- Developed a “HR Performer of the Year” initiative and first draft of an “Employee Survey”

Activities for the next 6 months:

- Monthly Conference Calls;
- Identify HR Best Practice Performer of the Year -2015;
- Finalize Employee Survey;
- Host HR Forum-2016 in Puerto Rico - Leadership
- Share at least two (2) Papers on CANTO’s Website;
- Identify at least one topic of common interest across the Region for focus by the Committee

In closing, the committee Chair urged members to share their experiences on HR issues so that a paper can be prepared, approved by the Board and the information shared among the members, he emphasized the idea is to learn from other members.

e) **Regulations & Emerging Technologies Committee**

The Committee Chair, Ms. Melesia Sutherland, asked the core members of the Committee to stand for recognition. She outlined the Terms of reference of the Committee as:

- To keep abreast of developments in member countries
- To prioritize issues and concerns of members related to regulatory developments and emerging technologies
- Develop CANTO’s position on emerging issues for approval by the Board
- Identify areas for capacity development

The Chair reported on the committee’s focus for the preceding year:

Workplan 2015

- Preparation for World Radio Conference 2015 (WRC-15)
- Response to ECTEL's Proposal on Universal Service Funding
- Steps in consultation process
- Major agenda item for Caribbean, Agenda Item 1.1

'To consider additional spectrum allocations to the mobile service on a primary basis and identification of additional frequency bands for International Mobile telecommunications and related regulatory provisions, to facilitate the development of terrestrial mobile broadband applications, in accordance with Resolution 233 (WRC-12)'

WRC 15

- World Radio Conference held every 3-4 years to allocate spectrum to services.
- It is the job of WRC to review and, if necessary, revise the Radio Regulations the international treaty governing the use of the radio-frequency spectrum and the geostationary-satellite and non-geostationary-satellite orbits.
- The International Radio Regulations divides the world into three ITU regions for the purposes of managing the global radio spectrum.
- Each region has its own set of frequency allocations and a regional body which coordinates and presents the position of the member countries at the WRC-15.
- The regional body for our region, Region 2, is CITEL (Inter-American Telecommunication Commission). CITEL is the telecommunications/ICT advisory body of Organization of American States.
- Geography - the Caribbean, North and South America and Pacific (East of the International Date Line) are located in Region 2.

WRC-15 – Accomplished

March / June 2015 - Letters sent to ministers and regulators:

- Urged participation in the WRC-15 proceeding
- Encouraged support for assignment of 470MHz – 698 MHz to mobile and offering such support as CANTO could provide.

March - representation at the penultimate CITEL preparatory meeting on WRC-15 in Colombia.

June 2015 – Promoted support for 470 MHz—698 MHz for assignment to mobile at CTU WRC 15 – Preparatory Meeting at which CTU, CITEL, GSMA and the Amateur Radio Group were present.

- July - session on WRC-15 at the Annual Conference and Trade Show
- August - CANTO's Chairman, Julian Wilkins attended the final CITEL preparatory meeting in Ottawa, urged participation in the WRC-15 proceeding.
- Retained Philip Cross as Special Advisor on WRC-15.

WRC-15 – Results

The Caribbean region made a difference at the final CITEL meeting in August:

- Trinidad & Tobago, Barbados, Bahamas, Belize – supported 470MHz-698MHz for allocation to mobile joining USA, Canada and Colombia and so prevented CITEL from taking a ‘No Change’ position, supported by thirteen (13) L. American countries, to WRC-15.
- Therefore, CITEL placed a multi-country proposal before WRC-15, that represented the views of both the mobile and broadcasting industries.
- If the ‘No Change’ had been carried out, the position of the mobile industry in our region, region 2, would not be represented at WRC-15.

WRC-15 – Results at ITU

Despite the valiant attempt by Caribbean providers and the work of the GSMA:

- Broadcasters prevailed at WRC-15 and 470MHz - 698MHz was not also allocated for use by mobile.
- Some frequency were assigned to mobile in the higher bands.
- Future agenda for mobile at the next WRC is to find more frequencies in higher bands.

ECTEL and Universal Service

- Committee to focus on transparency of the fund’s processes and accountability.
- 4 December 2015, ECTEL issued a consultation titled ‘*Proposed changes to the Universal Service Fund in the ECTEL Member States*’.
- Committee will make a submission on behalf of CANTO members by 22 February 2016 due date.

OTHER ISSUES

Over- The-Top-Providers (OTT)

- Committee considered an update of its paper on OTT (Over-The-top-providers) published in 2014.
- At the Annual Conference in July 2015, the ministers responsible for telecommunication were not empathetic to the industry’s lament on the unfair advantage provided to OTTs.

Code of Practice – Mobile Advertising and Marketing Messages

- The Committee also supported BVI in developing an industry Code of Practice for the Regulation of Mobile Advertising and Marketing Messages, which has been implemented.

Work Plan for 2016

- Universal Service Funding – Accountability & Transparency
- Pan Regional Issues – ICANN, Internet Society et al.
- OTT
- Net Neutrality
- Single ICT Space
- Preparation WRC-19
- The Face of Competition

- The Future of Broadband
- Creeping Price Regulation

In closing, the Chair encouraged members to join the committee.

f) Corporate Social Responsibility Committee

The Committee Vice Chair, Mr. Gervon Abraham, was not in attendance. Mrs. Teresa Wankin chaired the meeting and reported on the following:

Activities from the past 6 months

- Produced a Second Paper: Take back systems
- Developing CSR Workshop/Forum
- Developed a proposal to develop a CSR initiative – ‘CANTO Product take-back and recycling partnership (Trinidad and Tobago pilot)’
 - Board approved

Activities for the next 6 months

- Move the proposal forward – ‘CANTO Product take-back and recycling partnership (Trinidad and Tobago pilot)’
 - Discuss with stakeholders – create a project action plan
- CSR Workshop/Forum target for the AGM 2017
- Focus on people with disabilities with limited access to telecom/ICTs.
 - Investigate Regulation in the Caribbean for persons with disabilities (e.g. The Bahamas)

g) Vendor/Suppliers Committee

Committee Member, Mr. Don van Splunteren, NAAP Global, introduced the core team members of the committee. He reported that the committee reviewed its objectives, assessed what needs to be improved at CANTO and identified what the needs are. The following items were discussed:

- Monthly conference calls;
- Adding List of Vendors/Suppliers on website;
- Investigate the possibility of posting members RFP’s and RFQ’s in secured location on website
- Challenges of being a Vendor/Supplier
- Adding value with pre/post show attendee list with categories
- CANTO validated mail on behalf of Affiliate Members
- Adding value to the Exhibition Hall at CANTO 2016
 - Bingo System for Operators only
 - Commercial system for Exhibitors
 - Operators update

Activities for the next 6 months

- Add List of Vendors/Suppliers on website;
- Investigate the possibility of posting members RFP's and RFQ's in secured location on website;
- Provision of pre/post show attendee list with categories for CANTO 2016
- Add value to the Exhibition Hall at CANTO 2016 by introducing:
 - Bingo System for Operators only
 - Commercial system for Exhibitors
 - Operators update

h) Technology Trends

The committee was Chaired by Mr. Shurmel Elias (UTS) with seven (7) persons in attendance.

It was reported that this is the first meeting of the committee, the group brainstormed and stated that its objective is to identify technology which is relevant and important to the region.

The following items were discussed:

- Monthly conference calls
- Fiber to the home (Layer 1 technology)
- OTT for Operators (Over the Top / Pure Internet for Operators)
- Internet of things / Cloud
- 5G
- Smart City
- Roadmap for technology
- Capacity over the air
 - LTEU
 - EPC of Service (Core of virtual network, Enhanced Packet Core)

Activities for the next 6 months

- Monthly conference calls
- Fiber to the home (Layer 1 technology)
- OTT for Operators (Over the Top / Pure Internet for Operators)
- Internet of things / Cloud
- 5G
- Smart City
- Roadmap for technology
- Capacity over the air
- LTEU
- EPC of Service (Core of virtual network, Enhanced Packet Core)

ITEM 4: Secretariat Report 2015

The Acting Secretary General, Mrs. Teresa Wankin presented the Secretariat Report and highlighted the Associations' achievements as follows:

1. 31st Annual General Meeting, Suriname
2. Broadband Infrastructure and Public Awareness in the Caribbean (BIIPAC)
 - Eight countries participated in this project: Barbados, Belize, Dominican Republic, Guyana, Haiti, Jamaica, Suriname, Trinidad and Tobago
3. Girls in ICT Day, Regional
 - Software Competition among secondary school students in CANTO member countries – Ms. Tysha Roches of Belize won the competition.
4. WTISD Regional Video Competition
 - Competition run in member countries
5. 31st Annual Conference & Trade Exhibition, Miami
 - Promotion of technical content and cutting edge technology for all telecom stakeholders in the region
6. 6 Working Committees
 - Strengthen the Leadership Structure
 - Expand the Scope of Work
7. **CANTO/Domus Semo Sancus Piedata Hackathon Launch**
 - Actively engage the youths to ensure that CANTO reach this stakeholder group
 - 5 teams from Suriname, Jamaica, Belize participated – Team Jamaica won
8. **WRC-15 Caribbean Stakeholders Preparatory Discussions**
Led by the Regulatory Committee
9. **Caribbean Women in ICTs (CWIC) – Empowering Women Through ICTs**
10. **9th Annual HR Forum, Miami**
11. **2nd Annual Marketing Forum , Miami**

Mrs. Wankin continued the report with a renewed commitment to the membership highlighting the new areas of focus as:

1. **Re-engage the membership**
 - Dialogue with members to ensure that we are meeting the needs of the membership
 - Address the concerns of the Associate Membership
2. **Expand the membership base**
 - Expand to Latin America
3. **Align the delivery of services to membership needs**
 - Implement the recommendations from surveys carried out in 2015
4. **Establish and Maintain Relationships with Regional & International Organizations:**

- Internet Society, ICANN, LACNIC, Basel Convention, CARICOM

What We Will Deliver in 2016

1. **32nd Annual General Meeting, Haiti**
 - Expanded the activities to give more time to mini exhibition and committee meetings
2. **Conclusion of the CANTO IADB BIIPAC Project**
 - 2 day workshop will be delivered right here in Haiti
 - Reports from all four components will be circulated to all stakeholders
3. **Girl's in ICT Day, Regional Celebrations**
 - Promote event in all CANTO member countries
4. **32nd Annual Conference & Trade Exhibition, Puerto Rico**
 - Implement the recommendations from the Surveys

In closing the Secretary General noted that CANTO is a partnership and the success of the Association is directly linked to the members' active participation in CANTO. She remarked that in order for CANTO to align the delivery of our services to properly serve the membership we need to hear from the Working Committees of the Board; Evaluation Forms; CANTO website and direct contact with the Secretariat

Following the presentation of the report, the Chairman then put the following resolution to the meeting: **Be it resolved that the Secretary General's Report for the year ended 30th September, 2015 be received and adopted.** The report was accepted on a motion moved by C&W Grenada and seconded by TSTT which was carried unanimously.

ITEM 5: Presentation of CANTO IDB Broadband Infrastructure Inventory and Public Awareness in the Caribbean (BIIPAC) Project.

The Chairman invited Ms. Ayanna Samuels, BIIPAC Regional Coordinator to update members on the accomplishment of the project. Ms. Samuels reported that the project began in April 2013, identifying the eight (8) beneficiary countries as Jamaica, Trinidad and Tobago, Barbados, Suriname, Belize, Guyana, Dominican Republic. The objectives of the project was identified as;

1. Support the design of national broadband strategies in the Caribbean
2. Identify the regional aspects that need to be incorporated into these strategies to support the Caribbean as it evolves towards universality in broadband access and service, regardless of
 - the location (ubiquity) or the
 - social strata (equity)
3. Better understand the status of Broadband infrastructural layout throughout the Caribbean

The activities undertaken for the four (4) components of BIIPAC were:

Comp 1: Broadband Diagnostic and Infrastructure maps

The work commenced in Jan '14 and ended in May '15

- Broadband affordability analysis
- Provision of data for digiLAC Platform
- Relationship between broadband and key country specific socio-demographic variables
- Other utility infrastructure contributions
- Identification of the fastest way to reach universality
- Monitoring of existing ICT projects
- Classification of geographic areas based on their penetration rates
- Increased awareness of key players
- Public policy recommendations for each government on how to accelerate the penetration rate and usage of broadband services

Results: The Caribbean Broadband Ecosystem

Generally, broadband and socioeconomic indicators correlation is reduced when digital gap is also reduced in the country

The Comp 1 results and DigiLAC platform will aid in:

Providing insight into how Broadband relates with other basic human rights

Pinpointing areas that could be covered by leveraging existing utilities infrastructure

Addressing specific objectives in the Digital Agendas of the countries at a Municipal, National or Regional level

Comp 2: Review of Regulatory and Institutional Frameworks and Current Sector Trends

Work began in Dec, '14 and ended in Oct '15

- **General Overview**
 - Issues in the Transition to Next Generation Broadband, Convergence, Content Creation, etc.
- **Review of the Current Legal & Regulatory Framework and Market Trends**
 - Transition to Legal and Regulatory Framework for Next Generation Liberalization & Broadband
- **Recommendations and the Way Forward**
 - Recommendations for Regional Coordination, Collaboration, Harmonization, creation of level playing field for sector competition in the Region
- Review of Telecoms Institutional Framework
- Work of Comp 2 built on developments from HIPCAR, etc. to avoid duplication of efforts

Comp 2: Barriers to Broadband Penetration in the Caribbean

- Inadequate policy, regulatory, legislative and institutional frameworks and capacity
- Lack of awareness and some level of apathy toward the importance of ICT and broadband contribution to overall economic growth and sector development;

- The high cost and lack of coordination between private and public sector in defining a progressive digital agenda; and
- Scarcity of and inconsistency in the flow of data, trend analyses and research needed to allow evidence based policy decision making and engage in continuous monitoring and evaluation of the social and economic impact of broadband

Comp 3: ICT Awareness and Capacity Building for the Caribbean

Work on Component 3 began in Dec, '14 and ended in Aug '15

- Capacity building workshop for regulators and policy makers held in Jan 2015
- TC members were asked to identify Sectors of focus for his/her country
 - Agriculture, SME, Education & Training, m-Banking, Youth Empowerment, Health, Government, etc.
- Identification of the impact of ICTs in each of the above target sectors
- Identification of the key challenges and areas for capacity development in order to facilitate and support the full utilization of ICTs in each sector.
- Training & Skills – Identification and compilation of content aimed at equipping each of the target sector stakeholders to deal with their key challenges.
- Country Specific Issues - This section determines whether the specific resources of capacity building and training are available within each country or whether external resources will be required.

Comp 4: Public Policy Recommendations for the Design of National Broadband Strategies

This component could only have commenced upon the completion of Comp 1. Work commenced in Jul '15 and is slated for completion in Feb '16

- Recommendations for the design of national broadband strategies for each government
 - Per sector analysis
- Considerations to work towards a regional broadband strategy
- Recommendations of a governance model per country
 - This is in order to facilitate the future implementation of the national broadband strategies and foster regional cooperation and coordination.

Comp 4 Tranche B summarized the key gaps for the beneficiary countries to effectively develop and implement a national Broadband Plan

- **Legal and regulatory environment**
- **Plans and strategies**
- **Institutional framework**
- **USF for co-funding BB plan**

In concluding her presentation, Ms. Samuels enquired whether there were any further questions on this project.

Question - Director O. Neil:

Reference was made to the effect that the BIIPAC project leverages the work done in other regional ICT projects, with regard to the CARICOM project on the Single ICT Space, given that the timing difference of the expected policy recommendations from both projects, what mechanism is in place to ensure the learnings from one project informs the other.

Ms. Samuels reported that there were some overlap in the stakeholder engagement in both projects, this helped with leveraging the learnings. Additionally they are keeping abreast of the developments in the Single ICT Space project.

The Chairman then stopped the proceedings for coffee break. The meeting resumed at 2.30pm.

ITEM 6: Chairman's Report

The Chairman handed over to Mr. Leon Williams, Vice Chairman who took control of this segment of the meeting and introduced the Chairman and invited him to present his report.

The Chairman reported that during the year, two new working committees were introduced, the Vendors Committee chaired by Benny Grogan from Walton Press and the newly introduced Technology Trends working committee chaired by Mr. Rafael Marin from BTL, Belize. He indicated that this brings the total number of committees to eight (8). He noted that the Association is now able to provide its members with more value and opportunities for working closely together. The working committee meetings at the Annual General Meeting have been restructured to give members more time to consider key issues and report back to the Board of Directors.

He reported that the 2015 Conference and Exhibition in Miami attracted 500 delegates and our status as the number one ICT/Telecoms event in the Caribbean has certainly been confirmed. The year 2014/15 ended with a deficit mainly due to a decrease in the Annual Conference net income. With the implementation of new strategies, the Association is expected to produce a surplus for the financial year 2015/16.

At the 31st Annual General Meeting in Suriname in January 2015 he reported that he was elected as Chairman of the Board, representing Digicel Trinidad & Tobago. Other members elected were Mr. Leon Williams representing BTC in the Bahamas, as Vice Chair and Mrs. Helma Etnel representing Telem in St. Maarten as Treasurer.

On behalf of the entire Board, Mr. Wilkins thanked former Chairman Dirk Currie for his four (4) year service as Chairman and for serving on the Board in 2015 as an ex-officio member.

During the year 2015 the Board of Directors held four (4) meetings during which they discussed the business of the organization and focused on the performance of the Secretariat.

He stated that in an effort to ensure the Association's vision and mission were clearly defined, the Board and CANTO management held special meeting to revise and update the Strategic plan for the next two years.

At CANTO 2015 Conference and Exhibition in Miami the Association extended farewell to the Secretary General, Ms. Regenie Fraser, after eleven (11) years of service. Ms. Fraser was graciously thanked for her service. In October 2015, Mrs. Teresa Wankin was appointed as Acting Secretary General.

He reported that they are in the process of restructuring the draft programme of the 2016 Conference in Puerto Rico to incorporate feedback received from 2015. He emphasized that the goal is to continue to improve the Conference so that it remains the premier Conference and Trade Exhibition in the Caribbean Region.

In closing, he reported that in 2015 changes were made in leadership of CANTO at the Board level and at the Secretariat. The number of working committees were increased to eight and CANTO will continue to seek new ways to provide more value to the membership and work on getting better participation at the committee meetings and more deliverables to better serve the membership.

After the Chairman's report the Vice-chairman handed back control of the meeting to the Chairman.

Item 7: Review of By-Laws of CANTO

The Chairman invited Director Charles Carter to present on the proposed changes to the By-Laws. He reported that the By Laws was rooted in the Companies Ordinance of Trinidad & Tobago. These have since been repealed and there is a new Companies Act. Under the new Act, CANTO had to prepare Articles of Continuation to continue to operate as a non-profit organization in Trinidad & Tobago. The requisite documents were filed with the Register of Companies including the By Laws. He indicated that major changes will be made to the By Laws to keep CANTO relevant and all embracing and ensure the legal framework exists to take us into the future. The changes will eventually be put into a booklet. He noted that the existing By Laws lack contents. He reported that he reviewed the By Laws original clause page by page and developed the following proposed amendments:

1) **Organization Name:** Caribbean Association of National Telecommunications Organisation

Proposed amendment - CANTO

2) A table of contents was inserted as well as definitions were updated.

3) **Members:**

- a) **Active members**, being any telecommunications company or administration which operates a public telecommunications network in a Caribbean territory for the express purpose of providing national and or international telecommunication services.

Proposed amendment

Full members, being any telecommunications company or administration which operates a public telecommunications network in the Americas for the express purpose of providing national and or international telecommunication services

- b) **Affiliate members**, being any company, corporation and or individual which is a telecommunication service provider (other than a company or administration which operates a public telecommunications network in a Caribbean Territory for the express purpose of providing national and or international telecommunication services), supplier of telecommunication equipment, government department, regulatory authority and or consultant or institution that has a major interest in the Caribbean and is able to demonstrate to the satisfaction of the Board a relationship with and interest in the development of telecommunications in the Caribbean.

Proposed amendment

Affiliate members, being any company, corporation and / or individual which is a telecommunications service provider (other than a Full Member)), supplier of telecommunications equipment, government department, regulatory authority and / or consultant or institution that is able to demonstrate to the satisfaction of the Board a relationship with and interest in the development of telecommunications in the Americas;

5) **Officers of the Association**

7.1 The officers of the Company shall consist of a Chairman, a Vice-Chairman, a Treasurer and a Secretary. The Chairman, Vice Chairman and the Treasurer shall be elected at an Annual General Meeting of the Company and shall hold office for two years but shall be eligible for re-election. The Chairman and Vice-Chairman shall not be eligible for re-election after having served two consecutive terms of office. An outgoing Chairman shall be an ex officio member of the Board for one year upon vacating the office of Chairman.

Proposed Amendment

7.1 The officers of the Company shall consist of a Chairman, a Vice-Chairman, a Treasurer and a Secretary. The Chairman, Vice Chairman and the Treasurer shall be elected at an Annual General Meeting of the Company and shall hold office for two years. All officers shall be eligible for re-election, however, the Chairman and Vice-Chairman shall be limited to be re-elected to two consecutive terms of office. An outgoing Chairman shall be an ex officio member of the Board for one year upon vacating the office.

6) **Annual Subscription**

All annual subscriptions (except the first subscription of a new member) shall be payable on the first day of January in each year.

Proposed Amendment

5.2 All annual subscriptions (except the first subscription of a new member) shall be payable on the first day of October in each year.

It was reported that Articles of Association filed in Trinidad & Tobago outlined that directors can be up to 16. The clause was reworded to a maximum number of directors as worded in the Articles of Association.

He indicated that it should be noted that these amendments are not to be voted on, but will be presented to the members for discussion and feedback.

ITEM 8: Presentation of Audited Financial Statements - 30th September, 2015

Mrs. Helma Etnel, Treasurer, was invited to present the Audited Financial Statements prepared by PKF as reported in the Annual Report. She reported:

Balance Sheet

Current Asset increased while non-current assets decreased as a result of the conversion of CLICO bonds to the 'Clico Investment Fund' in February 2015. Current Liabilities decreased as certain large debts were paid during the year.

Income Statement

Total income decreased (by US\$38k) while expenditure has increased (by US\$19k) resulting in a loss for the year of US\$70k. This is significant for a non-profit organization. She welcomed the contributions from the marketing committee to create more revenues.

The main reasons for the income decrease are Membership Fees due to withdrawals and cancellations. Additionally, there were un-forecasted shortfalls in the Conference income, including registrations and exhibitions.

Administrative Expenditure was stable as well as operational spend. However, Conference expenditure increased by US\$24k due to lack of a country host.

The contribution of CANTO's main lifeline, the Conference reduced by US\$44k and this is a concern.

The Treasurer noted overall that expenditure is being managed but revenues need new ideas from the membership. She stated that liquidity is good although there was a loss, but the organization is stable. She assured the members that all is in order, expenses are at base minimum. She reported that the FAC is looking at ways to increase revenue and urge the members to provide any information they may have to improve the finances of the organization.

The Secretary General then read the following resolution to receive and adopt the Financial Statements. **Be it resolved that the Audited Financial Statements for the year ending September, 30th 2015 be received and adopted.** Belize Telemedia moved that the resolution be accepted and was seconded by Guyana Telephone & Telegraph. The motion was carried unanimously.

ITEM 9: Auditors Report for the year ended 30th September, 2015

The Chairman invited Mr. Jimmy Rodrigues, Financial Manager of CANTO; in the absence of a representative from Audit firm, PKF to read the Auditor's Report.

The Secretary General then read the following resolution to receive and adopt the Financial Statements. **Be it resolved that the report of the Directors and Audited Financial Statements for the year ending September, 30th 2015 be received and adopted.** TSTT moved that the resolution be accepted and was seconded by C&W Jamaica. The motion was carried unanimously.

ITEM 10: Resolution to Appoint Auditors 2015/2016

The Chairman invited the Secretary General to read the resolution to appoint PKF as Auditors for the year ending 30th September, 2016. **Be it resolved that PKF be reappointed as the Auditors and that the Directors be authorized to fix their remuneration for the ensuing year.** The Chairman then invited a proposer and a seconder to the resolution. C&W Antigua moved that the resolution be accepted and Digicel Jamaica seconded the motion. The motion was carried unanimously.

ITEM 11: Presentation of the 2015/2016 Budget

Mrs. Helma Etnel presented the 2015/2016 Budget to the members and reported on the following:

The intention is to increase revenue and control expenditure so as to result in a surplus of US\$30k after taxes.

Income Key Points to generate revenue increase of \$130k.

- Annual Conference in Puerto Rico
 1. More promotion and marketing
 2. More Sponsorship
 3. Boost Marketing in Puerto Rico to attract attendees / booth sales
 4. More advertising

- Annual General Meeting
 1. Increase in host Sponsorship
 2. Increase in revenue

- Membership
 1. Attract new members

Expenditure Key Points:

- Savings in employee cost - SG/Operations, two roles combined
- Increased in expenditure due expected increase in the Conference size.
- More promotion of the 2016 Conference

The Chairman proposed the resolution that the Budget estimates for the year 2015/2016 as approved by the Board of Directors and presented by the Treasurer, Mrs. Helma Etnel be received

and adopted. TSTT Trinidad & Tobago moved that the resolution be accepted and the motion was seconded by APUA, Antigua. The motion was carried unanimously.

ITEM 12: Tell us what you think

The Chairman invited the session participants to fill out the surveys provided in order to tell us what they think to improve the work of the Association.

ITEM 13: Election of Directors

The Chairman then handed over the proceedings to the Presiding Officer, Mr. Linus Rogers, and Chairman of the HR Committee to conduct the election of Officers.

The Presiding Officer announced that the following directors have completed their two year terms in office and in accordance to By-law 8.1 are eligible for re-election for another term:

- 1) Mrs. Gail Moss-Solomon - Digicel Turks & Caicos
- 2) Ms. Rochelle Cameron - Cable & Wireless Grenada
- 3) Mr. Charles Carter - TSTT
- 4) Mr. John Reid - Columbus Communications

He then gave instruction for the nominations, Members were invited to make nominations for the four (4) positions:

- ▶ Election of Directors
 - Digicel Turks & Caicos proposed by Guyana Telephone & Telegraph seconded by Telem, St Maarten. ***Mrs. Gail Moss Solomon was re-elected as Director.***
 - Cable & Wireless Grenada proposed by Cable & Wireless Antigua & Barbuda, seconded by Guyana Telephone & Telegraph. ***Ms. Rochelle Cameron was re-elected as Director.***
 - Cable & Wireless Communications proposed by Cable & Wireless Antigua & Barbuda and seconded by Guyana Telephone & Telegraph. ***Ms. Opal Neil was re-elected as Director.***
 - Telecommunications Services of Trinidad & Tobago proposed by Cable & Wireless Grenada seconded by Cable & Wireless Antigua & Barbuda. ***Mr. Charles Carter was re-elected as Director***

The nominations were closed and the four nominated companies were re-elected as directors for a two year term.

ITEM 14: Presentation of New Board and Photo Session

The new Board of Directors were called to be presented to the members and a group photo was taken.

ANNOUNCEMENT

The Chairman reported that BIIPAC Workshop is scheduled for Wednesday 3rd February, 2016 at 9.00am

CONCLUSION

In closing the Chairman thanked members for the smooth transition of the Elections and declared the Annual General Meeting officially closed.