

PROJECT PROPOSAL

“Project Title: CARISNET- Strengthening the Caribbean ICT stakeholders Virtual Community - CIVIC- as a regional mechanism to promote and support the use of ICT for development in the Caribbean”

Developed By:

Jamaica Sustainable Development Network Ltd (Jamaica)
Fundación Taigüey (Dominican Republic)
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1 EXECUTIVE SUMMARY

This proposal looks forward to contribute to the development and impact of ICTs for Development (ICT4D) in the Caribbean through the strengthening of the Caribbean ICT stakeholders Virtual Community CIVIC, which was initiated following the first Caribbean ICT Roundtable, held in Barbados on October 28th to 31st 2002 .

The goal is to add the required elements to help establish the CIVIC forum as a mechanism able to build a common vision/perspective on ICTs in the region, promote a Caribbean strategy and foster regional Caribbean-wide actions that address critical development issues. The project has been developed by persons in institutions who have experience in working regionally and within multi-stakeholders environments.

The key activities of the project will include :

- The creation of a Caribbean **regional ICT clearinghouse** in form of an online database,
- The **promotion** of CIVIC membership **in the French and Spanish speaking** areas as well as **provision for the virtual dialogue across languages**, so to balance its geographical presence.
- The **animation of CIVIC discussions** to focus on collaboration and sharing of experiences and give momentum to the CIVIC forum.
- The promotion of dialog with interested donors to identify their support strategies and priority areas, and to contribute to articulation and collaboration for a call for proposals.

The project is conceived into **two modules**, the first being funded by ICA (as a selected candidate from the last call for proposal) and the second will be looking for additional funding.

The first module, of a duration of one year, pools the knowledge of ICT initiatives in the Caribbean into an open, clearinghouse, and demonstrates capacity to work across the Caribbean Basin to develop collaborative proposals while harnessing and encouraging donors and other partners to provide finance for ICT4D initiatives across sectors. It will also offer the basic level of support to link partners across the French, Spanish and English speaking Caribbean by using tools which could overcome language barriers and insisting on multilingual dimensions of new initiatives.

The second module, of a duration of 6 months, will offer an extended level of support and organization for the goal of reaching a better balance of the presence of the linguistic areas of the Caribbean within CIVIC. This includes the organization of a second regional meeting, in Santo Domingo, with the objective to reach out CIVIC in the Spanish and French speaking parts of the Caribbean as well as a provision for human interventions to enhance the products of the translation software which will be embedded in the moderation process of the CIVIC forum. The module 2 will start as soon as the funding is secured and could possibly be integrated with the plan of activities of module 1 if required.

PROJECT SUMMARY

1.1 Project title

CARISNET- Strengthening the Caribbean ICT stakeholders Virtual Community - CIVIC- as a regional mechanism to promote and support the use of ICT for development in the Caribbean.

1.2 Project Leaders:

The project will be led by a team comprising members of the existing CIVIC forum, all of whom have actively participated in the process from the very beginning:

The team members are:

Name: Valerie Gordon
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Name: Vidyartha Kissoon
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Name: Daniel Pimienta
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Working languages: Spanish/French/English

1.3 Introduction

The Caribbean, a culturally, geographically and linguistically diverse region comprised of countries separated by significant distances needs an integrated voice in the field of ICT for development and a permanent mechanism for the gathering and sharing of relevant information and experiences within the region. Currently, the knowledge on existing and new developments tends to be dispersed, efforts may be duplicated and scarce resources are spent on coordinated activities across the region. In international forums where the leveraging of resources and focus is critical, the Caribbean does not exert the in small developing states), this is a less than desirable situation.

However, one activity has emerged in the elapsed months, thanks to the seed effort of ICA and ITU : CIVIC¹. Although CIVIC has failed so far to reach a balanced representation of the different linguistic components of the region and to reach the threshold of action oriented virtual community, it does represent a sound basis to grow and build from.

The purpose of the project is thus to strengthen CIVIC, the open online forum which was initiated following the first Caribbean ICT Roundtable, held in Barbados from October 28th to 31st 2002². The aim is to add the required elements to help establish the forum as a mechanism able to build a common vision/perspective on ICTs in the region, promote a Caribbean strategy and foster regional Caribbean-wide actions that address critical development issues.

The beneficiaries of the strengthening of CIVIC will be the countries of the Caribbean region which to date have not had a sustained mechanism by which to share information and knowledge on common issues affecting national and regional ICT development. The effect of the project will also be to make more effective presence of the Caribbean stakeholders to international meetings in order to draw attention to the peculiar challenges facing the countries and lobby with a coordinated voice for support and resources to address them.

Noteworthy features of the project will be the mechanisms devised to address the multilingual nature of the region and support multilingual forms of communication. Key stakeholders' will be the core participants from the conference involvement and contribution.

Collaborating partners:

These include the Jamaica Sustainable Development Network Ltd (Jamaica), Fundación TAIGUEY (Dominican Republic), Devnet (Guyana), and FUNREDES (Regional, based in the Dominican Republic).

Duration of project: One year

Starting Date: December 1 2004

Total cost of project:

Total cost:	Ja 6,510,000	US\$105,000
ICA contribution:	Ja 3,720,000	US\$ 60,000
Other donors:	Ja 992,000	US\$ 16,000
In kind counterpart	Ja 1,798,000	US\$ 29,000

¹Caribbean ICT Virtual Community. See <http://www.dgroups.org/groups/icacaribbean/>

² See <http://www.icamericas.net/workshops/caribbean/>

2 MAIN PROPOSAL (MODULE 1)

2.1 Background:

The Caribbean region is characterized by diversity in peoples, culture, land area and population size. The peoples are of African, European, Indian, Chinese and Amerindian descent, and among the independent states and territories. In terms of size, Guyana on the mainland of South America has an area of 216, 000 km² while at the other end of the spectrum is Dominica with a land size of 200 km². Population sizes range from a high over 10 million in Cuba and a low below 100,000 in several small islands.

While regional integration among the states and territories has been the objective of institutions such as CARICOM and the OECS, the distances between territories and language barriers continue to challenge regional integration. ICTs may be a worthwhile tool by which some of these barriers can be bridged, however there is currently no mechanism by which the true potential of ICTs in regional development is being actualised.

The Caribbean ICT Virtual Community (CIVIC) was established following the Caribbean ICT Roundtable held in the Barbados, October 2002. It was initially comprised of participants of the workshop but later opened up to include all active ICT stakeholders in the Caribbean. CIVIC is a permanent virtual forum of Caribbean ICT stakeholders and a venue for sharing information, holding discussions, networking and linking ideas, actors, projects or initiatives on ICTs and development in the Caribbean. It aims to contribute in the building of a common vision/perspective on ICTs, and to promote a Caribbean strategy and/or regional Caribbean-wide actions.

The forum found its voice following the conference through online discussions on a number of issues. The ten months since the conference has seen a number of developments within the forum including the collaborative development of a position paper for the attention of WSIS and identification of the following issues:

- The lack of a Caribbean voice in international meetings related to ICT4D or Information Society issues.
- The lack of a common strategy to guide the development ICTs in the region.
- The challenge posed by the language barriers.

An evaluation of the activities of the forum over the period and subsequent discussions noted the relatively limited number of active participants and the sporadic nature of discussions. It was clear however, that the participants felt overwhelmingly that the forum was vital to the establishment of a definitive and cohesive Caribbean voice for ICTs. The failure to develop a Plan of Action and Strategy despite resources allocated was felt to be due to inadequate knowledge of what was going on in the region and the as yet undeveloped trust between members of the fledgling group. Thus a lesson learned was that the development of a cohesive forum requires time and the building of trust between parties. It was also noted that various strategies needed to be implemented in order to forge this cohesiveness over time. Chief among these should be:

- A better focus of the mission of the forum and subsequent articulation of a Plan of Action
- The systematic identification and documentation of ICT related initiatives, skills and resources within the Caribbean region and further organization into an open and growing clearinghouse.
- Further elaboration of the working group themes, and the development and prioritisation of projects.
- The mobilization of resources for the implementation of identified and selected programmes and activities.

2.2 Goal

To contribute to the promotion of ICTs for development in the Caribbean through effective regional networking, and collaborative processes.

2.3 Project purpose and objectives

The general purpose of the project is to strengthen the capacity of the CIVIC community as a functional working space and an effective framework for the realization of ICT4D initiatives from Caribbean stakeholders.

The specific objectives are to:

1. Revitalize and sustain the online existing communication forum with improved communication across the language barriers.
2. Promote membership in CIVIC among French and Spanish speaking countries.
3. Create a regional ICT clearinghouse to include resources and documents on ICT related policies, initiatives, skills, resources and funds
4. Establish project priority areas and develop collaborative project proposals.
5. Promote dialogue between donors and the CIVIC community to identify priority areas for project support and articulate a call for proposals

2.4 Description of key activities of module 1

Key activities will include:

1. The revitalization of the CIVIC virtual community through active animation.

The discussions will not be prescriptive, but a road map/ methodology will be used to guide the initiation of discussions; priorities for thematic groups will be set; timelines for discussions will be established along with an agenda for action which will include documentation of discussion outcomes.

2. The raising of awareness among the Spanish and French speaking countries ICT stakeholders with a view to having them join and participate in the CIVIC network. Key stakeholders will be approached in those countries to support the expansion process through active public relations. *Specifically, the members of MISTICA, Telecentros and other Latin American networks will be invited to join CIVIC.*

The evolving membership of CIVIC will be monitored to encourage balanced participation by country, language, sector and gender

3. The creation of a regional ICT clearinghouse/database, that includes:
 - a. Description and links to National and regional ICT projects and initiatives
 - b. Description and links to National and regional development projects with strong ICT components
 - c. Description, full text or links to National and regional ICT related Documents, Studies, Publications, etc,
 - d. Agenda section: upcoming activities (workshops, conferences, public events, call for proposals, etc)
 - e. Directory of key institutions and experts

The development of the Database will be in consultation with ICA and other potential partners who have related initiatives.

The clearinghouse, accessible through a web site should:

- o be easily searchable,
- o allow intuitive navigation,
- o organized by country, sector, type of resource, type of activity,
- o be interactive allowing registered users to enter or modify data,
- o contain clear instructions for data formatting and validation.

The structure and design of the clearinghouse database will be open and it will enable the interconnection with other existing regional or global databases³, for example through the use of XML mark-up language.

Prior to design of database, some research will be conducted to identify existing database development initiatives that the CIVIC database could benefit from and perhaps be interconnected to such as the MISTICA clearinghouse⁴, ECLAC and ICA databases.*

Once the CIVIC database is designed it will be placed online to solicit review and suggestions from CIVIC membership. After incorporation of relevant and appropriate amendments, the design will then be finalised. A methodological document will be produced to support the data gathering and validation process, and made available online. Key knowledgeable individuals will be selected among the CIVIC members in each country or sub-region (as OECS) to search and incorporate entries in the database. A financial contribution will be awarded to them, on the basis of signed MOUs.

4. *Promote dialogue between donors and the CIVIC community to identify priority areas for programme support and articulate a call for proposals.*

There is significant donor interest in the application of ICT4D in the Caribbean. CIVIC will have a role in the promotion of dialogue with interested donors in the development of the appropriate programmes, and in the identification of partners for implementation of those programmes.

A key strategy of the first CIVIC meeting was to invite donors operating with the Caribbean to participate with the growing CIVIC community. This group membership will be expanded by inviting other donors and agencies interested in the region independently of their membership in CIVIC.

They will be encouraged to share information about project priorities and mechanisms to provide funding for Caribbean ICT projects. Once regional needs and priorities are agreed through the discussion, they will be invited to articulate efforts through a potential Call for Proposals.

2.5 Institutional framework

The Jamaica Sustainable Development Network Ltd will undertake the role of project administration and financial management, and will be accountable to ICA for the implementation of the project. Each team member will be bound by a Memorandum of Understanding to JSDNP for their roles and responsibilities.

The project funds will be disbursed by JSDN to each collaborating institution as outlined in the Memorandum of Understanding. A permanent, and transparent coordination mechanism and follow up procedures will be set based on ICT tools such as discussion list and password secured web pages. A first coordination meeting, which included the proposing partners and ICA, was held in September 1-2 2004 in St Lucia. It allowed the partners to reach agreements on the detailed activities, deliverables and responsibilities of each partner. Subsequently a project coordinator role was defined and attributed to Fundación Taigüey, a coordination mailing list was set, and this last version of the proposal elaborated.

As soon as the project grant contract is signed the next step is to prepare the "launch package" that will include:

-
- MOU for partners with JSDNP. (JSDNP)
- Disbursement plan (JSDNP)
- A detailed work plan with timelines, roles, deliverables (FT)
- Identification of other partners in Caribbean countries, who will be subcontracted for information gathering. (JSDNP/Partners)

³ Such as AIDA <http://aida.developmentgateway.org/> and the ICA database http://www.icamericas.net/icadiez/proy_qry.php?lang=eng

⁴ <http://funredes.org/mistica/english/clearinghouse/>

- Development of a methodology for the CIVIC (online discussion) agenda.(FT)
- Identification of parameters for clearinghouse – selection criteria, collection methodology, validation mechanisms, protocols.(DeVNet)
- A FAQ to present and explain the project for CIVIC (JSDNP)
- Additional fund raising (UNESCO, Union Latina, etc/) (JSDNP/FUNREDES)

Two or three face to face coordination meetings are foreseen during the project implementation, ongoing email communication, and monthly conference calls to ensure effective project coordination.

2.6 Foreseeing financial and institutional sustainability

The need for a systematized and reliable information base on ICT4D in the Caribbean has been identified by several stakeholders (ICT actors, regional agencies, donors, etc). and some actions are currently being planned⁵ showing a strong demand for this project output. It is felt that the outputs (database, clearinghouse) will draw attention to regional ICT4D activities being undertaken and clearly highlight areas of need and opportunities for collaborative intervention and support by donors and other regional actors. This will open the way for continued support to CIVIC to undertake additional capacity building activities such as:

- The undertaking of regional or national studies, assessments, evaluations, benchmarking, monitoring, which will use and in turn enhance the clearinghouse.
- The realisation of online sectoral and/or thematic consultations on behalf of donors and regional agencies.
- Support and assess on ICT project design and implementation including evaluation methodologies.

As the expertise and value added outputs of the network grows, the financial and Institutional sustainability of the entity will become more assured, as it will be providing a valuable service to the region

The proposing institutions commit themselves to maintaining a minimum level of service for a transition period of one year (post-project implementation) in the event that at the end of the project period, CIVIC is not ready to take over the services under its responsibility.

The question of how CIVIC will organize its capacity to manage funds and projects is extremely open and will require some innovative organization and institutional schemes. How this will occur will be the subject one of the discussion to be undertaken as part of the revitalized online discussions.

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That is why the four promoting partners believe that this short term project, after being able to attract attention, will be in a good position to pool resources in from multiple donors and regional actors.

The ForCIVIC project has the goal of CIVIC taking over its responsibility in a sustainable manner while making provision to avoid a complete dependency on the capacity to CIVIC to fulfil this role in a timely manner. (I don't understand this statement)

In that context, the project partners will play an effective transition role in facilitating the articulation between the different initiatives and the target audience of ICT4D stakeholders, especially from civil society, thus providing a value-added network useful both for the community of stakeholders and the community of donors.

⁵ For instance, in EU/Cariforum, UNESCO, Caribbean Development Bank, CARICOM and OECS.

This process will then open opportunities for the sustainability of CIVIC the Caribbean multi-stakeholder IS/ICT dialog area oriented towards field actions.

Within that perspective, CIVIC could eventually channel additional capacity building activities such as:

- The realisation of regional or national studies, assessments, evaluations, benchmarking, monitoring, which will use and in turn enhance the clearinghouse.
- The realisation of online sectoral and/or thematic consultations on behalf of donors and regional agencies.
- Support and assess on ICT project design and implementation including evaluation methodologies.

This first consortium emerging from CIVIC with the help of the ICA call for proposals therefore has the responsibility to facilitate further creation of diverse partnerships, all aiming at the strengthening of CIVIC and, through CIVIC, and a more integrated path to a Caribbean Information Society.

The goal of the four institutions which have proposed this project is to further support a process which will lead to the increased capacity of CIVIC to manage the outputs of this project and therefore insure the maintenance of the services provided (such as the clearinghouse and the automatic translation). In addition, the four partners commit themselves to maintain a minimum level of service for a transition period of one year (post-project implementation) in the eventuality where CIVIC will not yet be ready to take over the services under its responsibility.

Since CIVIC is a multi stakeholder partnership conceived as a network of persons, the question of how CIVIC will organize its capacity to manage funds and projects is extremely open and may imply some innovative organization and institutional schemes.

The group of partner institutions feels strongly about the need to open the content of this project, in its initial stage, for discussion in CIVIC. The question of the sustainability of the services to be provided will be one of the selected subjects for the revitalization of the animation of CIVIC

2.7 Activities/Outputs table

Objectives	Activities	Outputs
1. Revitalize the online communication forum and bring basic level of help for communication across the languages	<ul style="list-style-type: none"> • 1.1 Define Methodology and procedures then validate and establish agenda with the participation of CIVC members • 1.2 Conduct discussions and create eventual sub groups with specific agendas • 1.3 Technically Integrate the process of automated translation into the moderation process⁶ • 1.4 Systematize discussion outputs and promote its results 	<ul style="list-style-type: none"> • R1A Enhanced exchanges and integration of key actors through a strengthened virtual community • R1B About 3 to 5 position documents that reflects positions and recommendations on ICT+Caribbean related issues to be identified by members. to be published in a specific section of the clearinghouse that will seek impact on national agendas, regional and global processes, (WSIS 2005, Caricom, etc)One of the document discussion outputs will be answering the question “what is CIVIC and how to organize it” • • <i>R1.C Documentation of the CARISNET initiative highlighting the experiences, challenges of establishing a multicultural, multilingual Caribbean consortium</i>
2. Promote multi-stakeholder membership in CIVIC among French and Spanish speaking countries.	<ul style="list-style-type: none"> • 2.1 Identify key partners • 2.2 Raise awareness of the forum in French and Spanish speaking countries <i>particularly through Telecentros and MISTICA</i> • 2.3 Encourage their membership in the forum • 2.4 Monitor membership and participation (country, language sector sex) 	<ul style="list-style-type: none"> • R2A First level of Increase of membership and participation of French and Spanish speaking countries • R2B Analysis of membership and participation by country, language sector, sex

⁶ For module 1, this will be a simple addition without human intervention for output revision.
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<p>3. Create a regional ICT clearinghouse</p>	<ul style="list-style-type: none"> • 3.1 Identify existing databases, <i>their formats and interconnection standards (XML, etc.) Collaborate with ICA on existing database format</i> • <i>Build on existing framework (design, methodology) criteria...</i> • 3.2 Develop a documented procedure for selection, and validation of inputs • 3.3 Set the technical aspects (portal, data base, web interface, interconnection) and provide online interactivity • 3.4 Identify partners to provide the national data, collect data, and validate the entries • 3.5 Prepare and conduct a call for success stories and lessons learned to be published in a specific section of the clearinghouse • 3.6 Integrate systematized information on the donors to be published in a specific section of the clearinghouse • 3.7 Provide permanent maintenance of the online clearinghouse (updating, approving suggested resources, etc)_ s 	<ul style="list-style-type: none"> • R3 Interactive online clearinghouse of information on the ICT in the Caribbean,, permanently updated, in a standardised regional database format, with relevant information projects, research papers, institutions, donors activities, lessons and stories etc/
<p>4. Promote the coordination and strategic collaboration among donors and with the CIVIC community</p>	<ul style="list-style-type: none"> • 4.1 Identify donors and agencies potential new participants and extend existing membership of the existing • 4.2 Systematize the information on donors activities in the ICT/Caribbean field • 4.3 Propose and explore collaborative funding for regional initiatives 	<ul style="list-style-type: none"> • R4A. Strengthened collaboration and articulation of the donors support in the region, • R4B . Document mapping Map of all major ICT donors and agencies in the Caribbean including funding mechanisms and key persons contact information
<p>5 Promote the development of collaborative project proposals</p>	<ul style="list-style-type: none"> • 5.1 Based on the stakeholders discussions identify priorities for action (documented) • 5.2 Prepare a regional thematic projects call for proposals in coordination with interested donors • 5.3 preparation of a follow up proposal for a 3 year programme for CIVIC 	<ul style="list-style-type: none"> • R5A Brokerage / matching of CIVIC members projects proposals with selected donors/agencies • R5B Launch of regional call for project proposals • R5C project proposal for CIVIC prepared and submitted

2.8 Indicative Project Timeline/Schedule:

The activities within the project should be organized according to the specific objectives. Relate the timeline with the list of key outputs and milestones. The table below present intended programming of the activities.

Activities	MONTHS											
	1	2	3	4	5	6	7	8	9	10	11	12
<ul style="list-style-type: none"> • Launch Package • MOU's signed by all partners • Prepare methodology and road map for CIVIC facilitation, • Determine main parameters for clearing house, and pre-identify data sources • Sep up automatic translation • PR planning • Obtain extra funding (UNESCO, UL) 												
Objective 1 Revitalize the online communication forum and bring basic level of help for communication across the languages												
1.1 Define Methodology and procedures then validate and establish agenda with the participation of CIVC members												
1.2 Conduct discussions and create eventual sub groups with specific agendas												
1.3 Technically Integrate the process of automated translation into the moderation process ⁷												
1.4 Systematize discussion outputs and promote its results												
Objective 2. Promote multi-stakeholder membership in CIVIC among French and Spanish speaking countries.												
2.1 Identify key partners												
2.2 Raise awareness of the forum in French and Spanish speaking countries particularly through Telecentros and MISTICA												
2.3 Encourage multicultural their membership in the forum												

⁷ For module 1, this will be a simple addition without human intervention for output revision.
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2.9 Beneficiaries

Beneficiaries of the project will include Caribbean ICT stakeholders (civil society and academic, donors, private sector, government) .

Short term impact will be in the increased and structured knowledge about ICT4D in the region, as well as the broader inclusion of French and Spanish speaking stakeholders.

Long term impact will be in the increase of effective collaborative activities between stakeholders, the efficient use of resources, the sharing of lessons learned and eventually a unified voice on ICT interest, issues and strategies for the region.

2.10 Indicative Budget for module 1

2.10.1 Indicative details of the ICA budget distribution

Item	HR (contract, technical support)	Travel	HR – Admin. comm.	Total ICA Budget
1. Project launch including translation of project documents	0	0	0	0
2. Project Management and co-ordination, documentation of the process	5,500	0	500	6,000
3. Project Administration and financial management	2,400	0	600	3,000
4. Partner collaboration/co-ordination (2 meetings, travel, time)	0	5,000	3,000	8,000
5. Facilitation (methodological frameworks; main groups-subgroups, auto translation)	9,000	0	1,000	10,000
6. CIVIC diversity enhancement(diagnostic, track actions link with other LAC networks ,gender and youth stakeholders)	3,000	0	0	3,000
7. Clearinghouse: identify what exists, eg ICA frameworks; share architecture and procedures design	3,000	0	0	3,000
8. Clearinghouse :implementation ; technical/web/ database	3,000	0	0	3,000
9. Content acquisition/development of initial database (persons to support data acquisition in 10 countries)	10,000	5,000	1000	16,000
10. Call for success stories and lessons learned	2,000	0	0	2,000
11. Dialogue/brokering with donors to identify collaborative regional projects/themes for support/proposal development	4,000	1,000	1,000	6,000
Total	41,900	11,000	7,100	60,000

2.10.2 Indicative Budget distribution by source of funding – module 1

Item	ICA Budget	Input in kind from project proponents	Other donors support	TOTAL
1. Project launch including translation of project documents	0	3,000	0	3,000
2. Project Management and co-ordination, documentation of the process Contracted consulting	6,000	3,000	0	9,000
3. Project Administration and financial management JSDNP	3,000	2,000	2,000	7,000
4. Partner collaboration/co-ordination (2 meetings,; in Jamaica and the Dominican Rep. this costs will cover travel airfares, per diems, meeting facilities etc)	8,000	10,000	0	18,000
5. Facilitation (methodological frameworks ;main groups-subgroups, auto translation) Contracted consulting	10,000	4,000	0	14,000
6. CIVIC diversity enhancement (diagnostic, track actions link with other LAC networks ,gender and youth stakeholders) Contracted consulting	3,000	2,000	0	5,000
7. Clearinghouse: identify what exists, eg ICA frameworks; share architecture and procedures design Contracted consulting	3,000	500	0	3,500
8. Clearinghouse :implementation ; technical/web/ database Contracted consulting	3,000	2,000	0	5,000
9. Content acquisition/development of initial database (persons to support data acquisition in 10 countries) Contracted consulting	16,000	1,000	14,000	31,000
10. Call for success stories and lessons learned Contracted consulting	2,000	500	0	2,500
11. Dialogue/brokering with donors to identify collaborative regional projects/themes for support/proposal development Contracted consulting	6,000	1,000	0	7,000
Total	60,000	29,000	16,000	105,000

2.11 Contracting arrangements

Work Description	Responsible party	Contract Amount (ICA)
Project co-ordination, documentation of the process	Fundacion Taigüey	6000
Project Administration and financial management	JSDNP	3000
Facilitation (methodological frameworks; main groups-subgroups, auto translation)	Fundacion Taigüey	10,000
CIVIC diversity enhancement (diagnostic, track actions link with other LAC networks, gender and youth stakeholders)	Funredes	3,000
Clearinghouse: identify what exists, e.g. ICA frameworks; share architecture and procedures design	Devnet	3000
Clearinghouse implementation; technical/web/ database	Funredes	3,000
Content acquisition/development of initial database	JSDN – to provide honoraria to persons to support data acquisition in 10 countries	16,000
Call for success stories and lessons learned	Devnet	2,000
Dialogue/brokering with donors to identify collaborative regional projects/themes for support/proposal development	Funredes	6,000

3 MODULE 2 PLAN

The aim of module 2 is to provide an extended support for language diversity and the outreach of CIVIC to French and Spanish speaking stakeholders.

3.1 Language Support

- Provision for translation in French and Spanish of all the key documents of Module 1.
- Insertion of human intervention into the automatic translation process for revision of the output.

A group of 3 persons plus coordination will be supported by a software which will allow the human intervention in a timely and decentralized fashion.

This will require the constitution of a group of three persons for the task of (fast) revision of the outputs of the translation software within an organized computer driven process. This process will get inspiration and starting blocks from the experience of FUNREDES with EMEC in Mistica (see <http://funredes.org/emec>).

3.2 CIVIC Outreach

The outreach will be boosted by the organization of a second regional CIVIC face to face meeting in Santo Domingo with a specific focus in the equitable and fair balance between the Caribbean linguistic components. This 3 days meeting will take place (in the same format or similarly organised) after the meeting organized by FUNREDES, with the support of Agence de la Francophonie, in St Lucia, August 29,30 and Sept 1st, 2004 on the theme of Information Society and cultural diversity in the Caribbean and will gather some 60 persons with the following criteria:

- some 20 persons from the existing CIVIC community on the criteria of active participation⁸.
- some 20 new persons from Haiti, Martinique, Guadeloupe and Guyana
- some 20 new persons from Cuba, Dominican Republic and Puerto Rico.

The Santo Domingo meeting will be used to draw active and balanced participation from the newcomers, investing from the current state of the art of CIVIC plus module 1 of forCIVIC and the mentioned St Lucia meeting. If funding allows, this meeting could be scheduled for mid-November; otherwise it should not be postponed later than second trimester of 2005.

⁸ This will lead naturally to a large majority of persons from the English Speaking Caribbean.

3.3 Budget for module 2

Provision for document translation	7,500 US\$ (250 pages of 1500 char.)
Software development for decentralized revision of automatic translation :	5,000 US\$ (2 months senior programmer plus assistants)
Revision of automatic translation team	1800 US\$ (4 persons x 3 months at 1500 US\$/month)
Coordination/organization of the Santo Domingo meeting:	4000 US\$ (2 month half time)
Methodology and facilitation of the Santo Domingo meeting:	4000 US\$
Logistics for the meeting:	2500 US\$
Hotel and meals for 70 people 4 nights	70x75x 4: 21,000 US\$
Travel expenses for the meeting	50 x 500 (average cost) : 25,000 US\$
Overhead and contingency costs	3000 US\$
TOTAL	90,000 US\$ (JA\$ 5,580,000)