

**Report of the Carsinet-2 first coordination meeting
and
Project implementation plan**

Prepared by
Yacine Khelladi, Fundación Taigüey

draft 2 10-04-08
includes partners input

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1 Participants and agenda

The Caristnet2 consortium partners meeting was held in Kingston, Jamaica, on the 16 and 17th of March 2008, with the objective to review the whole project design, implementation steps and tasks, and to agree on all partners arrangements and responsibilities, and to launch its implementation.

Participants were

- Zelris Lawrence, JSDN Jamaica
- Valerie Gordon, JSDN - Jamaica
- Vidyaratha Kissoon, DevNet, Guyana
- Stephane Bruno, AHTIC, Haiti
- Yacine Khelladi, F. Taigüey, Dominican Republic

Previously (March 12-15), 3 consortia partners participated in the Jamaica Telecentre Networking event, and all in a one day (March 16) meeting on the Caribbean Telecentre Alliance support project (ACT!ivate) led by Fundación Taigüey, that will also start soon, and that includes the same consortium members in its implementation.

The agenda included

- Overall project objectives and results revision
- Administration and coordination issues
- Activities revision
- Budget revision
- Revision of partner roles and responsibilities
- Collective revision of individual work plans
- Training on Outcome Mapping Methodology (OMM)

2 Decision of the partners on administrative issues and MOU

- **Revised MOU:** the document will be signed by JSDN, then taken back home by Vidya to have it signed and stamped by its organisation, then sent to Stephane, then to Yacine, then to Valerie/JSDN.
- **Contracts:** as we are under research expenses we do not have to have contracts anymore, but JSDN will still develop *terms of references and sign an implementation commitment* with each organisation. JSDN will monitor against them.
- **JSDN agreements with partners** have to specify that the individuals assigned by the partners to the consortium's tasks will be subject to approval by the consortium.

- All **administrative communications** with JSDN are processed and directed via Valerie Gordon. She will be responsible for follow up with JSDN administration persons.
- d The **invoices** for first part of the implementation from each institutions are needed to process the payments Valerie will propose the schedule of payment in the contracts
- Invoice for travel and per diem, are personal (include DSA rate: Need boarding pass). Others are institutional invoices. All contracts and invoices in US\$.
- JSDN is to check with IDRC:
 - How to calculate/prorate DSA, when taking out one meal
 - If return boarding passes are needed
- What is the **formal start date** for IDRC/ICA? Possibly the starting date is February 21st (to be confirmed) . Then month 6 is: august 21st, Month 7 is September 21st, Month 12 is February 21st 2009
- We decided to have March 1st as our implementation start date.

3 Other methodological agreements additional to the project document

3.1 Coordination tools

- We keep the mailing list, and minimise side interventions
- We try again a workflow management tool (Yacine / Zoho.com)
- Keep on line private section of the website the latest version of the internal documents (Yacine and Vidya)

3.2 About the working groups

There was a discussion about if we are all in the working groups. The agreements are:

- Yes, we all are in all the working groups, and participate
- Remarks on the facilitation from a partner to the facilitating partner are made in the coordination group mailing list, not directly

3.3 Overall strategy of CIVIC 2-year strategic plan

We discussed extensively the strategic option to seek to hook-up Civic 2-year plan with the Caricom Carib-IS project and CISC, as the CISC has been inactive and so far, has been, unable to meet to discuss its mandate. CIVIC could organise the CISC inputs in terms of policy and research.

That would imply to have Caricom CISC as a major partner for the CIVIC 2.0 event.

The immediate following actions were agreed:

- Check status of carib-is (Vidya/Lance)
- Engage with EU Guyana delegation (Brant), Caricom, Cariforum - (Yacine / Vidya)
- Check with Harry de Backer (Yacine)
- CISC related mandate for DevNet to be renewed (Vidya.)

3.4 Reengineering CarISnet Consortium web site

The consortium web site elements and content were discussed.

The following structure is proposed:

- o About CarISnet consortium (not only project)
- o Member and Partners
- o About CIVIC (and how to join / chart)
- o CarISnet 1 project
 - About CarISnet 1
 - FAQ
 - Implementation doc
 - ICT clearinghouse (link)
- o CarISnet 2 project
 - About / Project summary
 - Implement docs (includes MOU)
- o Act!ivate
 - About
 - Project implementation docs
- o Partners private space
 - Document ,management module (to keep and easily access updated and latest versions)
 - face books / pictures / videos / personal ads
- o Note: Colour charts: Caribbean happy facilitated partnerships colours.

3.5 Inputs for CIVIC 2 event design

The format and content of the event were discussed. Some inputs are

- Moderators' training 1 day (Stephane and Yacine). Will include Activate moderators. Around 15 persons.

ICT4D training 2 days 3 thematic tracks or one main track with all ingredients to plan, implemented and monitor ICT4D (generic to all sectors/thematic). Will include moderators.

General CIVIC 2 days;

- Working Plan, perspective, advocacy roles etc
- Organization and governance (ISOC and else)
- Advocacy network / CISC

Day 1	Day 2 / 3	Day 4	Day 5
Moderator channel training / CIVIC and Activate	ICT4D training	Advocacy network / CISC	Organization and governance
		Working Plan	Working Plan

The final design and content of the CIVIC meeting will be discussed at the next coordination meeting scheduled for July in the Dominican Republic.

4 Review of the budget distribution / partner

The approved budget was collectively reviewed and commented,

CO DE	Lines	US\$	JA\$
p1	1. Administrative and Financial Management (JSDN)	6,000.00	420,000.00
p2	2 . Documentation of outcomes and lessons learned (DEVNET AND AHTIC)	4,000.00	280,000.00
	Sub Total	10,000.00	700,000.00
CONSULTANTS			
c1	1 Technical consultant -Platform development (HIRED)	10,000.00	700,000.00
c2	2. Outcome Mapping Trainer (DONE)	5,000.00	350,000.00
c3	3. Workshop facilitators (2@350,000) (2 Hired + AHTIC+Taigüey)	10,000.00	700,000.00
c4	4.Follow up activities to CIVIC 2 event (Taigüey and JSDN might be used also for Caricom visit)	5,000.00	350,000.00
c5	5. Travel expenses	3,032.00	212,240.00
	Sub Total	33,032.00	2,312,240.00
INTERNATIONAL TRAVEL (for JSDN staff)			
it1	1. Airfares	2,400.00	168,000.00
it2	2. Accommodations	4,992.00	349,440.00
	Sub Total	7,392.00	517,440.00
RESEARCH EXPENSES			
Fundación Taigüey			
re1	1. Activity coordination	10,000.00	700,000.00
re2	2. Translation of documents	8,000.00	560,000.00
re3	3. Facilitation and animation (main and working groups)	10,000.00	700,000.00
re4	7.CIVIC 2.0 event organisation, general facilitation	14,000.00	980,000.00
re5	Travel and all inclusive	1,338.29	93,680.00
DEVNET			
re6	2. Development, maintenance and hosting of consortium and civic event website	3,000.00	210,000.00
re7	5. Content updating	4,000.00	280,000.00
re8	travel and perdiems	5,936.00	415,520.00
AHTIC			
re9	3. Management of CIVIC online platform development process	4,000.00	280,000.00
re10	travel and perdiems	4,736.00	331,520.00
CIVIC 2 event			
re1	1travel for 50 participants/trainees	35,714.2	2,500,000.0

1		9	0
re1 2	5 days all inclusive accommodation	29,464.2 9	2,062,500.0 0
re1 3	in transit transportation for 50	5,000.00	350,000.00
re1 4	INDIRECT EXPENSES	10,000.0 0	700,000.00
	Sub Total	145,188 .86	10,163,22 0.00
	TOTAL	195,612 .86	13,692,90 0.00

5 Civic 2 event budget review

The budget event was reviewed, in more details, to ensure that all elements were considered. The following ventilation of expenses was agreed:

Line	Responsible	Budget
coordination logistics	Taigüey	4,000.00
content, agenda development, invitations, facilitations, event report	JSDN	8,000.00
Additional Provision for interpreters (additional , taken from event coordination line re4)	Taigüey	2,000.00
travels , accommodations, and other logistics costs interpreters	Taigüey	70,178.57
Moderator and channel animators training	AHTIC and Taigüey	3,000.00
ICT4D trainers	JSDN	4,000.00
Other facilitators	JSDN	3,000.00
Translations (from translation budget)	Taigüey	2,000.00
	TOTAL	96,178.57

Project planning

5.1 General Project implementation plan

Activities/Months	1	2	3	4	5	6	7	8	9	10	11	12	Who	Target or status	COD	Amount
Activity 1-Project administration coordination and management																
Act 1.1	Translate project document and upload to website												Taigüey	For April 30	Re2	8000
Act 1.2	Inception meeting, other coordination meetings												Taigüey	Report meeting 1: for March 31 Tools for March 31 • Other Coordination Meetings reports • Report intermediate month 6 • Report final:13	Re1	10000
Act 1.5	Set up the coordination tools (mailing list, skype group, tracking charts)															
Act 1.3	Launch project and facilitate CIVIC mandate												DevNet	Done	N/a	N/a
Act 1.4	Review work programme and confirm assignments Develop and submit partners work agreements Develop contracts for main consultants												Valerie	March 30 draft contract	P1	6000
Act 1.6	Implement the administrative and financial management												JSDN	Permanent payments schedule in contract • Financial report: Month 7, • month 15 deadline for final		
Act 1.7	Undertake Outcome mapping training												JSDN	Done	C2+ c5	5000 +
Act 1.8	- rebuilding the web site CARISNET consortium web site: supervision of the updating of content (content below)												DevNet	New site April 18	Re 6	3000
Act 1.9	follow up activities from CIVIC 2 meeting -Develop work plan and work assignments for 2 year. Negotiations with Caricom. (funs could also be used for payments facilitators)												Taigüey and JSDN	Month 7-12	C4	5000
Act	Documentation of outcomes and lessons learned												AHTIC	with DevNet planning will be defined after	P2	4000

Activities/Months		1	2	3	4	5	6	7	8	9	10	11	12	Who	Target or status	COD	Amount
1.10															the workshop		
Act 1.11	Inquiring and Caricom possibility of alliance with CIVIC, for the event and future project													Taigüey DevNet	Start now to inquire Meeting in June with Caricom		0
Activities 2 – CIVIC Online platform																	
Act 2.1	Convene civic working group to define TORS for Platform													AHTIC with working group	Start march 30	Re9	4000 for supervision
Act 2.3	Oversee development of portal and clearinghouse integration														By end of July the beta version Operational August Official launch at event in End of September		
Act 2.4	Organize beta testing													AHTIC			
Act 2.5	Deliver final version of CIVIC 2.0 web portal													AHTIC			
Act 2.2	Select and hire technical person														Hired and starting end of April	C1	The 6000 for web design
Act 2.6	Domain (2 years) and server. Access available Civic-net.org Civicnet.org CIVIC:													Taigüey server	Now available	C1	1000 for server
2.7	Define the requirements for multilingual software development													Taigüey	April	0	0
2.8	Editorial policy, uploading content subcontracts for people to fill the data base													DEVNET	After web site is ready	Re7	4000
2.9	Develop the multilingual software development													Taigüey	Ready for June	C1	3000
Activities 3 Activity Animation -facilitation																	
Act 3.1	Moderate and facilitate main discussion list													Taigüey	Permanent activity Maybe be popups 3*500	Re 3	10,000.00
Act 3.2	Identify members /persons interested in facilitating discussion theme groups													Taigüey	Put a Call, by june Selected by july	N/a	N/a
Act 3.3	Organize moderators training workshop for persons to enable them maintaining their thematic web site and sub groups/ mailing list etc.													AHTIC and Taigüey	Put online the moderations and facilitations guidelines Certified facilitators?	C3	3000
3.5	ICT 4 D training; working group or main CIVIC to select the areas, training delivered during the event													JSDN	To hire facilitators	C3	4000

Activities/Months		1	2	3	4	5	6	7	8	9	10	11	12	Who	Target or status	COD	Amount
Act 3.4	Facilitate and support CIVIC discussions to identify specific advocacy positions, collaborative projects etc														No more relevant, was for the 2 years project		
Activities 4-CIVIC 2.0 Event – preparation of the 2 year project																	
Act. 4.1.	Establishment of a planning committee (working group) and organization of first planning meeting													JSDN	<ul style="list-style-type: none"> - April concept paper on the event why the event - WG set in May - Planning meeting / CarlSnet meeting in July in DR, - Also Caricom someone from DR (CNISC) in the committee Need them for gov to come Truly multi stakeholder or ITU/CTU Caricom - CICTSC meeting 	Re4	8000 or coordination + 3000 for facilitators
Act. 4.2.	Development of Agenda, tracks and scheduling for various workshops																
Act. 4.4.	Identification of participants, for general event as well as for the various training workshops invite participants																
Act. 4.5.	Seek additional funding, partners, and sponsors as necessary.																
Act. 4.7.	Convene and facilitate event, including meeting, capacity building workshops																
Act. 4.8.	Prepare conference reports																
Act. 4.3.	Identification and contracting of conference logistics coordinator and resource persons/presenters/facilitators, organize logistic												Taigüey				

5.2 Detailed Tasks plan for each partner

5.2.1 JSDN

Activities/Months		M	A	M	J	J	A	S	O	N	D	J	F	Who	Target or status		
Activity 1-Project administration coordination and management																	
Act 1.4	Review work programme and confirm assignments. Develop and submit partners work agreements Develop contracts for main consultants	Δ	\$											Δ Draft contracts, delivered and signed by March 30; \$ Initial payments to team	P1	6000	
Act 1.6	Implement the administrative and financial management								Δ					Financial report: ☺ Permanent • payments schedule in contract7, • month 15 deadline for final			
Act 1.7	Undertake Outcome mapping training													Valerie	Almost done	C2+ C5	5000 + (trainer)
Act 1.9	follow up activities from CIVIC 2 meeting -Develop work plan and work assignments for 2 year • Or for payments facilitators • Negotiations with Caricom?													???????	Month 7-12 Valeria and Yacine maybe	C4	5000
Activities 2 – CIVIC Online platform																	
Act 2.1	Convene civic working group to define TORS for Platform		\$											Stephane with working group	Initial payment to consultant	Re9	4000 for supervision
Act 2.5	Deliver final version of CIVIC 2.0 web portal								\$					Stephane	Final payment to consultant		
Activities 3 Activity Animation -facilitation																	
Activities 4-CIVIC 2.0 Event – preparation of the 2 year project		M	A	M	J	J	A	S	O	N	D	J	F				

															defined after the workshop		
	relations with membership one email a month: Public relations: press release for the launch of the reject																
	Inquiring and Caricom possibility of alliance with CIVIC Write to Harry de backer, maybe talk to Percival , Lance Ask a formal meeting with DSG, with. Planning meeting end of may or june? DSG. Angelica contacts Caricom ?													Yacine Vidya	Start now to inquire		0
Activities 2 – CIVIC Online platform																	
	Editorial policy, uploading content subcontracts for people to fill the data base			X										VIDYA	Editorial and taxonomiy april/may Content upload After web site is ready july august	Re7	4000
Activities 3 Activity Animation -facilitation																	
Activities 4-CIVIC 2.0 Event – preparation of the 2 year project														all	Participate		

5.2.4 Fundación Taigüey

	coordination	Technical / translation	Event/	moderation
March	<ul style="list-style-type: none"> Meeting 1 report meerorandum 	<ul style="list-style-type: none"> server Stephane access 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> list moderation (permanent)
April	<ul style="list-style-type: none"> Tools in place (chart, private web list) 	<ul style="list-style-type: none"> Document translations mechanism in place Project doc translated Define the requirements for multilingual software development 	<ul style="list-style-type: none"> Caricom idea process/contacts 	<ul style="list-style-type: none">
May	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> planning committee 	<ul style="list-style-type: none">
Jun	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> call for select thematic moderators
July	<ul style="list-style-type: none"> planning and coordination meeting in DR (10-14) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> hire logistical coordinator 	<ul style="list-style-type: none">
Aug (month 6)	<ul style="list-style-type: none"> interim report 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> event logistics 	<ul style="list-style-type: none"> prepare the moderator training course
Sep	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> event logistics 	<ul style="list-style-type: none"> training course during event
Oct	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Follow up activities and 	<ul style="list-style-type: none">
Nov	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Develop work plan and work assignments for 2 year 	<ul style="list-style-type: none">
Dec	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Jan	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Feb	<ul style="list-style-type: none"> final report 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

6 Immediate steps

To be implemented in the next 3 weeks:

- Meeting report / Yacine
- Coordination tools set up / Yacine
- Translation of project document / Yacine
- Contracts and payments / Valerie
- Mail to civic and press release / DevNet
- Convene civic web working groups / Stephane
- Start on CarISnet web site / DevNet
- CISC mandate / DevNet
- Caricom check up / Yacine + DevNet
- DR CISC check for the event / Yacine

7 Next coordination meetings

- Envisaged a team meeting in JULY 3 days DR
- meeting end of project end of February 09