CarISnet 2
Phase 1

**Integrating and empowering the Caribbean ICT4D stakeholders.
Unleashing the transformation potential for the region.**

A project proposed by the CarISnet Consortium

Fundación Taigüey (Dominican Republic)
Jamaica Sustainable Development Network – JSDN (Jamaica)
DevNet (Guyana)
Association Haïtienne pour le développement des TICs -AHTIC (Haïti)

October 30th 2007 / V9

TABLE of CONTENTS

1   Background and antecedents

1.1   CIVIC first steps

The CarISnet 2 project design is based on CIVIC historical process, the lessons learned from CarISnet 1 project, CIVIC Members working groups outputs (in particular "what is CIVIC", "CIVIC platform" and "Diversity Strategy") and the CIVIC Survey results.

The Caribbean ICT Virtual Community (CIVIC) has been in existence since November 2002, when it was formally established with the support of Institute for Connectivity in the Americas (ICA) as an outcome of the Caribbean ICT Roundtable held in Barbados, October 2002. Although it initially comprised of participants of the workshop, membership was quickly opened up to all active ICT stakeholders in the Caribbean who were intent of sharing information and knowledge on ICT for development issues affecting the region. The common description of CIVIC is a "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". The aims and objectives soon became articulated in a Charter[1] which was discussed and agreed to by the then existing members (January 2003).These are: "To contribute in the building of a common vision/perspective on ICTs, and to promote Caribbean strategy and/or regional Caribbean-wide actions."

Over the first 10 months of CIVIC existence, some significant activities were carried out. Among these, collaborative development of a position paper for 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 of ICTs in the region.
- The challenge posed by language barriers.

In addition, it was noted that in the absence of animation, the virtual discussions were sporadic and there were only a relatively few active participants. It was also concluded that for the community to have an impact on issues affecting the region, some facilitation, tools and methodologies needed to be developed.

1.2   The CarISnet 1 project and lessons learned

A consortium of 4 organisations took up the challenge of developing a proposal for the attention of ICA under its first Caribbean Call for proposals in 2005. The proposal was approved and after several months of fine tuning, the project CarISnet – Strengthening the Caribbean ICT Virtual Stakeholders Community was launched.

---

[1]   http://carisnet.org/civic

The general purpose of the project was 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 were to:
1. Revitalize and sustain the online existing communication forum with improved communication across languages.
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

The project was originally intended to extend over 12 months but was extended first to 15 and then to 18 months, ending finally on February 2007.

The main outputs were:

- **Strengthened Regional ICT/IS Multi-Stakeholder Networking**: Over the period, thanks to implementation of targeted moderation and animation methodologies, CIVIC membership grew at a rate of approximately 5-10 new members each month, and participation levels well above the established norm for virtual communities[2] and is regularly among the most active Dgroup hosted by Bellanet[3]. Membership now includes government ministers, Government ICT directors, heads of regional agencies, university researchers and donors.
- **CIVIC Working Groups and Discussions Outputs**: online discussions and working group discussions to:
  o produce a "CIVIC position document" based on discussion of a WSIS/WGIG report to be presented at a regional CARICOM/ITU meeting *;*
  o Undertake a discussion on Caribbean telecenters that contributed significantly to a regional Caribbean Telecenter workshop, and a project proposal to establish a Caribbean Telecenters Network.
  o Identify mechanisms for outreach and addressing the linguistic imbalance within CIVIC.
  o develop options for a new CIVIC Technical Platform using software which could provide the various utilities required by the group
  o Establish the terms of reference and validation for a comprehensive CIVIC survey
  o Define a rubric for scoring and evaluation of ICT4D stories solicited from CIVIC membership
  o Undertake a strategic redefinition of CIVIC and how the group will move forward.
- **Multilingual Efforts and Diversity Expansion**
- Development of a temporary automatic translation system, **diversity assessment of membership,** additional French speakers joining CIVIC as a result of a diversity enhancement workshop held in Haiti.

---

[2] See comparative analysis in the survey http://carisnet.org/docs/civicsurvey-en.pdf that measures participation (messages by quantity and % of subscribers posting)
[3] See ranking at http://bellanet.org/dgroups

- **Establishment of a Caribbean ICT4D Information Clearinghouse,** featuring projects, events, institutions and persons involved in ICTs in the region
- **ICT4D Caribbean Stories Contest** which culminated in the preparation of 4 case studies on ICT4D related activities in the region.
- **CIVIC** Survey which provides a comprehensive view of the demography and opinions of CIVIC membership regarding present activities, areas of focus and recommendations for future programming
- Development of a CarISnet Project Web Site to provide easy one stop access to all the project information and the clearinghouse
- **A Mapping of donors and their areas of** focus which provides a snapshot of the areas of interest of the donors involved in ICTs in the region

Many lessons were learned on collaborative project management. Many questions are still unanswered and several challenges still exist. The exact mechanism by which an online community with a flat structure can represent, in an official capacity, the interests of a linguistically and geographically diverse network has been the preoccupation of a working group which worked from December 2006 to September 2007. It seems increasingly clear, however, both from the CIVIC survey which was undertaken under CARISNET and from the outcomes of that working group that there is considerable support for CIVIC to continue as a flat structure and have persons/organisations nominated to represent CIVIC in official forums/meetings.

The main recommendations had to do with making CIVIC a more efficient and effective mechanism by which to facilitate greater impact on Caribbean ICTs for development, particularly the area of policy formulation. Specific recommendations were made regarding the following:

- Establishment of a new and improved online platform which offered flexibility, interoperability, ease of use, support, management, security, and which used an open source Content Management System (CMS) solution
- Encouragement of more participation from French and Spanish groups through hosting of face-to-face meetings regularly in different countries and organising meetings in non English-speaking countries
- Encouragement of more participation by women and the private sector.
- Convening a call for case studies competition annually or biennially.
- Additional research into particular trends in donor's inclinations toward projects they want to support, and check if the procedures for applying for funding are readily accessible to all stakeholders
- Call for and management of a formal donors' articulation/networking mechanism by IDRC to encourage the development of regional collaborative proposals and make the link with funding sources
- Strengthening the capacity of development actors (governments, NGOs, researchers) in the different social areas (education, health, environment, etc.) to conceive, design and develop ICT4D projects.
- Earmarking of facilitation resources at initial stages of regional project development in order to encourage regional project collaboration, and inclusion of an additional "collaboration" overhead in the project's budgets.
- Completion of discussion and voting on the structure for CIVIC
- Research to determine the network of influence that CIVIC's discussions have
- Development and instituting a system of monitoring and evaluating the progress of CIVIC.

Finally, it was recommended that a second phase of CARISNET should be implemented which carried forward these recommendations and built on the lessons learned. The present project is a preparatory activity to build specific capacities among members and develop a more comprehensive programme of work based on feedback from the broader CIVIC membership.

2   The CarISnet 2 / Phase 1 project

2.1   Overall Objective

The overall objective of the project is to contribute to the social and economic development of the Caribbean region by strengthening the capacity of local stakeholders for regional collaborative action on critical ICT4D issues/initiatives in the Caribbean. Towards this end, the project will be aimed at setting the basis and developing a work plan for consolidating the Caribbean ICT Virtual Community (CIVIC, http://www.dgroups.org/groups/icacaribbean) as a regional mechanism to promote knowledge exchange, capacity building and collaboration among Caribbean ICT stakeholders.

2.2   Specific objectives

(a) To facilitative the participative **development of a 2 year Strategic Work Plan** aimed at consolidating CIVIC as a regional catalyst for ICT4D networking in the region. The proposed strategic work plan will consist of a coherent set of collaborative actions in different thematic areas (i.e. ICT for education, health, civil society, democratic participation and governance, economic competitiveness, applied research, among others.) and transversal components (i.e. peer-to-peer/multistakeholder networking, collaborative project design, effective use of information sharing tools, policy design and advocacy).

(b) To **strengthen the capacity of ICT actors in the Caribbean** to lead and promote online collaboration, dialogue and consensus building using enhanced ICT tools (such as wikis, blogs, RSS/Atom feeds, workflow engines), through the provision of online moderation training and the formation of online thematic working groups led by local practitioners on key ICT issues. These working groups will be aimed at developing policies, position papers, best practices documents for knowledge sharing or for publication in relevant forums on a case by case basis.

This training will be permanently available and managed by the CARISNET consortium. The online thematic working groups will be initiated by CIVIC and/or local practitioners, and the topics will depend on the members interests. There are some suggestions for certain topics such as telecoms reform, Open Source software topics, Internet Governance, e-Governance, etc. This list is not exhaustive.

(c) To design an **improved online platform for CIVIC 2.0**, offering flexibility, interoperability, and new participatory and security features, among others, that contribute to a more interactive online presence.

(d) To **design and launch a monitoring and evaluation methodology for CIVIC** (based on outcome mapping) with the aim of measuring and documenting the impact that the network has in key aspects such as policy influence, capacity building, regional networking and articulation of ICT4D efforts, among others.

(e) To coordinate and implement a **face-to-face regional meeting** of CIVIC members (Caribbean ICT stakeholders current members of the online community), aimed at gathering feedback and validating the 2 year strategic work plan mentioned above, strengthen network activities, and promote the further engagement of French and Spanish speaking members.

2.3   Expected Results

- A two year strategic work plan is developed for the further strengthening of CIVIC. This WP is envisioned as a document structured around key ICT thematic and transversal components, detailing suggested activities, policies and directions that the community could implement in order to effectively promote peer-to-peer/multistakeholder networking, collaborative project design, and the effective use of information sharing tools for policy design and advocacy on key ICT issues.

- A comprehensive multilingual CIVIC virtual space/portal is launched, including sections organised according to ICT4D themes and countries, as well as the existing clearinghouse (http://clearinghouse.carisnet.org)

- CIVIC self management capacity is strengthened, in particular: (a) 15-20 members have been trained to moderate their thematic/national channel (list + web channels moderation and animation capacity) , (b) the reviewed governance mechanism is implemented, and (c) a complete system/mechanism of CIVIC self management is in place .In addition, an online training module will be available for training future moderators

- Regional capacity for ICT4D mainstreaming in social sectors is developed through the provision of training for 30 key stakeholders in the integration of ICTs into selected development sectors (e.g. education, health, environment, disaster management, etc). An online training module on this subject will be prepared and made available online for ongoing reference and further training.

- Outcome mapping methodology of CIVIC's activities is designed and launched. This involves the development of a basic set of indicators, the identification of roles and responsibilities of different actors needed to effectively implement the methodology, as well as details on the proposed implementation strategy and schedule.

2.4 Project process and methodological considerations

The project will be developed *during a 12 month period* and with 3 phases built around the key CIVIC meeting:

Result area	Before the event	The regional meeting	After the meeting
2 year Strategic Work Plan for CIVIC	- Mandate - Draft work plan and online discussion	- Final discussion and validation. - Commitments, mandates and responsibilities	- Project proposal development for funding
CIVIC portal web site, and thematic channels	- Mandate - Setup of the portal	- Training for thematic channels and moderators - Public launching of the web site	- Thematic channels starting - Use and content, uploading by channel animators
ICT4D capacity	- Identification of needs and priority areas - Selection of participants - Content and curriculum definition including inputs of CIVIC members into selection of 3 target sectors	- Workshops on mainstreaming ICT into 3 development sectors	- Follow up / monitoring of participants use of the techniques;
Outcome mapping of CIVIC	- Definition of the methodological framework	- Training	- Establishment and implementation of monitoring system

As shown in the table the **regional face-to-face meeting** of CIVIC members will be pivotal and provide the momentum for **the validation of the 2 year work programme** for the network as well as promote regional, multi-stakeholder discussions on CIVIC's activities to date.

The face-to-face meeting will be planned and implemented with a strong component of building local capacities in key issues that pertain both to the strengthening and sustainability of the CIVIC community, as to the ICT4D Caribbean community at large. Training sessions will be offered in the following key themes:

It will also be used for the **training** opportunities in
- Thematic channel/web sub-groups moderation and content management techniques,
- Outcome mapping methodology
- ICT4D :mainstreaming ICT into 3 priority development sectors identified by participants/CIVIC members through a process of selection and voting by CIVIC members prior to the workshop

The request for the mandate from CIVIC is in keeping with CIVIC's chart (point 7), available at http://www.carisnet.org/civic/civic-eng.html#7,which stipulates that a mandate from the CIVIC membership in order for a member to represent or conduct business on behalf of CIVIC. The mandate will be requested for all components of the project by way of one comprehensive request (Annex 3)

Before the project starts face-to-face meeting, CarISnet will seek CIVIC mandate to
- Develop the CIVIC 2.0 platform (as defined by previous working group and included in document at http://carisnet.org/docs/apps/app7.pdf)

- Organise the event as a CIVIC event.
- Develop criteria for selecting participants for the event
- Solicit inputs into selection of priority development sectors for ICT4D integration capacity building exercise

During the event CarISnet will seek mandate to
- implement the diversity strategy (as defined by previous working group http://carisnet.org/docs/apps/app6.pdf
- develop a programme of activities for the next 2 years (as validated by the event)
- continue moderating and animating the virtual community
- Organize the CIVIC mandates (for representation and advocacy as validated by the event).

The various activities will be undertaken with consideration for the different levels of interest, participation and capacity of members, and the need to promote more participation of members in CIVIC activities.

The project implementation will include improved communication, increased interaction and engagement of the CIVIC constituency regarding project progress. A lesson from the previous phase showed that members, when engaged in concrete processes, were more active participants and built more solid links. The collective implementation and coordination which was a feature of the CARISNET1 will be maintained by the 4 member consortium,

2.5 Duration

The proposed phase 1 project is planned to be implemented in 12 months.
The second phase which will be planned will extend over 2 years[4].

2.6 Implementation issues
The project will be implemented by a consortium of four organisations among the project partners – JSDN, AHTIC, Taigüey and DevNet whose collaboration will be detailed in a Memorandum of Understanding and implemented via contracts

---

[4] Initial ideas for the phase 2 are presented in annexes 4

2.6.1 Institution and Personnel

The organisations are Fundación Taigüey (Dominican Republic), Jamaica Sustainable Development Network – JSDN (Jamaica), DevNet (Guyana), Association Haïtienne pour le développement des TICs -AHTIC (Haïti) Profiles of the organisations and the participating personnel are outlined in Annex 2.

The Jamaica Sustainable Development Network Ltd will undertake the role of project leader, and will be accountable to ICA for the implementation of the project. The project funds will be disbursed by JSDN to each collaborating institution as outlined in the Memorandum of Understanding. Each team member will undertake responsibilities as outlined below:.

2.6.2 Responsibilities

The CarISnet consortium partners agreed to share the implementation responsibilities as follows:

AHTIC	Technical coordination for CIVIC Platform, Organizations of the event if in Haiti
JSDN	Administrative responsibility, Contracts management; Documentation, lessons learned of the process, Organizations of events if in JA.
TAIGUEY	General project coordination, Main Moderation / Animation, Organizations of the event if in DR, Moderators facilitators meeting, Monitoring Diversity ,Promotion and meetings
DevNet	Content management, , Coordination of the facilitations, Technical platform, Organizations of the event if in Guyana

2.6.3 Capacity-building

The project will build capacity within the CIVIC community in several areas.

First, the collaborating organisations will be trained in outcome mapping, and this ability will enable them to use standardized methods to track the outcomes and impact of the CIVIC process.

Secondly, 20 members of the CIVIC community who express interest and availability to moderate and facilitate online discussions will be trained in these techniques, and empowered to mange their own virtual Caribbean ICT4D thematic channel.

Thirdly, some 30 CIVIC members will also acquire the capacity to integrate ICTs into selected development sectors. For many years now, the diagnostic in ICT4D in the regional has been precisely the lack of trained persons in mainstreaming ICTs in developmental activities, Prior to the training members will be asked to identify priority sectors, and these sectors will be the focus of the training (as education, heath, governance, research and development or disaster management). This will increase regional local level capacity in these disciplines.

The opportunity for building these capacities and networking with other ICT4D practitioners that will be provided by the CIVIC 2 event,, will also facilitate regional knowledge exchange and concretize south- south Caribbean partnerships and cooperation in ICTs .

2.6.4 Gender considerations

The preceding project (CARISNET1) recognised the inadequate attention given to gender issues in deploying ICTs. Within the Caribbean, the issue of how the genders relate to and appropriate ICTs is a complex one. At the policy level and technical levels, males still dominate in numbers and influence. This is reflected in the CIVIC survey which showed that the community, a largely professional one, is male dominated by a ratio of 2:1.

However within other sectors of Caribbean society and in the various social development sectors, female professionals and workers dominate particularly at the community level. Unlike the situation in many developing countries females are out performing males at the secondary education level and outnumber males in accessing both tertiary education and lifelong learning opportunities. This places females in a better position and with more incentives to access ICTs and integrate them into various development processes. There is also growing concern regarding the lower empowerment of young men (in education in general, in ICTs in particular) in most of the disadvantaged communities of the region.

These factors will be taken into consideration in the process of developing a strategic plan for CIVIC so as to ensure that the peculiar needs of both genders in accessing and appropriating ICTs are addressed. To this end, the CIVIC 2 event will provide sensitization on gender issues in ICT4D and include that perspective in strategic planning process which will be facilitated by this 12 month project, In addition, it will seek to develop strategies to improve gender diversity within the CIVIC membership. Gender and ICT in the Caribbean may also be one of the thematic channels to be created within CIVIC 2.0 platform.

2.6.5 Ethical considerations

It is not anticipated that the project will encounter or does not any ethical issues that could adversely affect any participant. The CIVIC Charter which provides for respect and inclusion of diverse opinions, orientations and cultures will govern project activities. The practice of seeking mandates from the broader CIVIC membership for various activities to be undertaken encourages participation on a purely voluntary basis.

2.6.6 Sustainability
The project activities will outcome a strategic plan as an output which will address issues of sustainability as it relates to CIVIC and its activities over a two year period.

3 Detailed activities

3.1 Project administration coordination and management

Expected result

- Project implementation is tightly coordinated among the project partners – JSDN, AHTIC, Taigüey and DevNet, and result all developed in time and with requested quality.
- CARISNET team with capacity to undertake outcome mapping
- Outcome mapping methodology of CIVIC's activities is launched

Deliverables-Outputs

D.1.1   The project implementation is tightly coordinated
D.1.2   Project administration and financial management is supporting a fluid project implementation
D.1.3   2 CarISnet partners coordination meetings have been held in the Dominican Republic
D.1.4   Project web site is online and up to date. The proposals are to use a free and open source content management system to supply the tools
D.1.5   A monitoring mechanism based on the "outcome mapping" methodology is in place. The mechanism should be used to highlight lessons learned and the various CIVIC outcomes mapped systematized as the impact of the CIVIC networking on persons and institutions

Activities:

Act 1.1   Translate project documents into French and Spanish as part of the diversity enhancement process and upload to website
Act 1.2   Inception meeting to be held in Santo Domingo Jan 29- Feb 1, other coordination meetings will be planned later.
Act 1.3   Launch project
Act 1.4   Review work programme and confirm assignments. Develop and submit personal (consortium member) work plans Develop contracts for main consultants, such as Platform development consultant, trainers, event coordinator etc
Act 1.5   Set up the coordination tools e.g. coordination tracking chart, mailing list, project web space
Act 1.6   Undertake administrative and financial management
Act 1.7   Undertake Outcome mapping training for consortium members in Santo Domingo Jan 30-Feb 1
Act 1.8   Maintain the CARISNET consortium web site: supervision of the updating of content
Act 1.9   Review follow up activities from CIVIC 2 meeting - Develop work plan and work assignments for 2 year

Resources:

The human resources include all members of the consortium, working in coordination to ensure the various activities are completed, but with specific responsibilities for various components as shown in Section 2.6.2.. Other resources include:

- Funding for travels to coordination meetings
- Trainer in outcome mapping

3.2   CIVIC 2.0 online platform

Expected results

A comprehensive **multilingual CIVIC virtual space/portal** that includes a number of thematic **and national channels** and which integrates with the clearinghouse. This site will exhibit flexibility, interoperability, and new participatory and security features, among others, that contribute to a more interactive online presence.

Deliverables-Outputs

 D. 2 CIVIC 2.0 online platform that will provide for the integration of tools such as: a web site with user-friendly resources section, news and features; integrate the existing Caribbean ICT clearinghouse and support - Information Exchange/Sharing, thematic Discussion and debates, - Thematic channels (subgroups) Consensus building on issues of interest, - Voting / surveys / polls, Collaborative document drafting and project development and implementation. The platform will be based on Open source software and have the characteristics of: flexibility, interoperability, ease of use, support and management; access, good security and performance. Its architecture should allow future development of extensions and applications.

The interoperability of the site will allow people to use various tools developed with other programming languages to interact with the site, for example to retrieve news feeds, to post on blogs sections, etc. Since the site will not implement any e-commerce features, basic security will apply, comprised mostly of access rules and availability of features and resources based on level of access.

Activities:
Act 2.1   Convene a CIVIC members working group (as much as possible the same that has developed most of the requirements for the platform) to define the TORs for the platform development and oversee the consultant selection process and his/her work
Act 2.2   Select and contract a technical expert for the platform's development
Act 2.3   Oversee development of the portal and existing clearinghouse integration
Act 2.4   Organise Beta version for test and trial (internal then "live")
Act 2,5   Deliver final version of CIVIC 2.0 web/portal

Resources:

One CARISNET team member will be responsible to facilitate and overview the online platform deployment process. He will reconvene the original work group and facilitate the development of the detailed TORS, the call for proposals, and the selection of the consultant. Additional resources will include :

- Contract fees for the technical consultant
- Funding for ongoing technical support, hosting and other administrative overheads over the period of the project..

3.3   Animation, moderation and thematic channel facilitation

Expected result

a) CIVIC **self management capacity** is strengthened, in particular: 15-20 members are trained to animate their thematic/national channel (list + web channels moderation and animation capacity).This component will include the development of a training module that will be posted online and used for future reference of the community….etc

b) the reviewed governance mechanism is implemented- Explain what the governance mechanism consist of currently, why is there a need to update it and how will be conducted this updates complete system/mechanism of CIVIC **self management** by members is in place- provide details on what that self-management mechanism consist of.

Deliverables-Outputs

D.3.1   CIVIC main list/forum is moderated and its discussions facilitated, constant flow of information exchange, debates, discussion etc.

D.3.2   Capacity of selected participants has been developed in:
- o facilitation,
- o theme group management

Activities:

Act 3.1 Moderation and animation of the main discussion list on a permanent basis

Act 3.2 Identify members /persons interested in facilitating discussion theme groups

Act 3.3 Facilitation of specific discussions to arrive at CIVIC positions e.g. for purposes of advocacy and/or collaborative projects (on a permanent basis)

Act 3.4 Organise moderators training workshop for persons to enable them to maintain their thematic web site and sub groups/mailing list, etc.

Act 3.5 Support for the facilitation of discussions with CIVIC mandate to produce The 2-year strategic plan

Act 3.6 Selection of a pool of members/persons for training to manage Sub-groups/thematic channels. (These persons will ultimately be in charge of both web site sections/channels and thematic sub group / mailing lists / forums. They will report to the main group, prepare bimonthly reports, and build a constituency around that theme, blogs. Terms of reference will be developed)

Act 3.7 Organisation of a moderators training workshop (one in year 1 for 2 days) - 20 people will be trained in maintaining their thematic web site sections/channels and thematic sub group / mailing lists / forums.(see Item 3.3)

Resources:

One consortium member will be responsible to facilitate and oversee the process. He will solicit persons to volunteer to become thematic moderators and also persons who are or have undertaken working group moderation to make themselves available for training. In addition, he will be the lead person to oversee and confirm training event logistics

3.4   2-year CIVIC plan, ICT4D capacity and outcome mapping

Expected results

- **A two year** strategic work plan is developed for the further strengthening of CIVIC.
  - A **regional capacity for ICT4D mainstreaming** in social sectors is developed (30 stakeholders are trained in how to integrate ICT in their sector: i.e. education, health, environment, disaster management, etc.) .. This training is important so as to increase the capacity of the stakeholders to design and implement ICT4D initiatives. The content of the training would reflect on experiences, discuss methodologies and approaches to ICT4D in the Caribbean. The training will include aspects on the development of policies and strategies, and the design, implementation and monitoring and evaluation of ICT4D projects.
-

Deliverables-Outputs

D.4.1   A regional meeting of active CIVIC members has been held and produced the following outputs:

- strengthened interpersonal networking links among members
- a 2 year strategic work plan for CIVIC has been validated
- 30 persons have been trained in ICT4D mainstreaming

Activities:

Act 4.1   Establishment of a planning committee and organisation of first planning meeting. The Planning Committee will consist of Consortium members, the event/logistics coordinator, 2 other CIVIC members who are able to contribute to the agenda. The committee will be responsible for
a) Developing agenda
b) Organising logistics and venue
c) Sending out invitations..

Act 4.2   Development of Agenda, tracks and scheduling for various workshops (ICT4D, thematic channels, outcome mapping)

Act 4.3   Identification and contracting of conference logistics coordinator and resource persons as presenters and workshop facilitators

Act 4.4   Identification and selection of participants, for general event as well as for the various training workshops (ICT4D, thematic channels, outcome mapping)

Act 4.5   Seek additional funding, partners, and sponsors as necessary.

Act 4.6   Organise logistics, invite participants

Act 4.7   Facilitate event
Act 4.8   Prepare report on event,

Resources:
- One team member will be responsible to facilitate and overview the meeting organisation process. He will convene the planning committee, facilitate the process to determine content for the event, preparation of relevant material, event hosting in collaboration with the logistics coordinator. In addition, he will be responsible for coordinating the facilitation of the event and report preparation.

4 Implementation Schedule

☐ Activity duration	☐ Milestone (deliverable report)	**S** Seminar / workshop / Conference

Activities/Months	1	2	3	4	5	6	7	8	9	10	11	12
Activity 1- Project administration coordination and management												
Act 1.1 Translate project document and upload to website	■											
Act 1.2 Inception meeting, other coordination meetings		■					■					■
Act 1.3 Launch project and facilitate CIVIC mandate	■											
Act 1.4 Review work programme and confirm assignments Develop and submit personal work plans Develop contracts for main consultants	■											
Act 1.5 Set up the coordination tools	■											
Act 1.6 Implement the administrative and financial management		■	■	■	■	■	■	■	■	■	■	■
Act 1.7 Undertake Outcome mapping training		■										
Act 1.8 Maintain the CARISNET consortium web site: supervision of the updating of content	■	■	■	■	■	■	■	■	■	■	■	■
Act 1.9 Review follow up activities from CIVIC 2 meeting - Develop work plan and work assignments for 2 year								■	■	■	■	■
Activities 2 – CIVIC Online platform												
Act 2.1 Convene civic working group to define TORS for Platform	■	■										
Act 2.2 Select and hire technical person		■										
Act 2.3 Oversee development of portal and clearinghouse integration		■	■									
Act 2.4 Organize beta testing					■	■						
Act 2.5 Deliver final version of CIVIC 2.0 web portal								■				
Activities 3 Activity Animation - facilitation												
Act 3.1 Moderate and facilitate main discussion list		■	■	■	■	■	■	■	■	■	■	■
Act 3.2 Identify members /persons interested in facilitating discussion theme groups			■	■								
Act 3.3 Organize moderators training workshop for persons to enable them maintaining their thematic web site and sub groups/mailing list etc.						■						
Act 3.4 Facilitate and support CIVIC discussions to identify specific advocacy positions, collaborative projects etc								■	■			
Activities 4- CIVIC 2.0 Event – preparation of the 2 year project												
Act.4.1. Establishment of a planning committee and organization of first planning meeting			■									
Act.4.2. Development of Agenda, tracks and scheduling for various workshops			■	■								
Act.4.3. Identification and contracting of conference logistics coordinator and resource persons/presenters/facilitators				■								
Act.4.4. Identification of participants, for general event as well as for the various training workshops			■									
Act.4.5. Seek additional funding, partners, and sponsors as necessary.				■								
Act.4.6. Organize logistics, invite participants				■	■							
Act.4.7. Convene and facilitate event, including meeting, capacity building workshops						■	C					
Act.4.8. Prepare conference reports							■	■	■			

5   Requested Budget

Activity / budget line	US$	JA$ Rate US$1=J$70
Personnel:		
Project Leader (Admin and financial management)	6,000.00	420,000.00
Personnel Totals:	**$6,000.00**	**$420,000.00**
Consultants:		
General coordination of project activities	10,000.00	700,000.00
Development Maintenance and hosting of consortium and civic event website	3,000.00	210,000.00
Documentation of outcomes and lessons learned	4,000.00	280,000.00
CIVIC 2.0 online platform development -Management of process	4,000.00	280,000.00
Technical consultant (platform developer/translation device for mailing list)	10,000.00	700,000.00
Translation of documents	8,000.00	560,000.00
Content uploading	4,000.00	280,000.00
Facilitation and animation (main and working groups)	10,000.00	700,000.00
CIVIC 2.0 event organisation Workshops-Facilitation (3*5000 and 9000)	24,000.00	1,680,000.00
Follow up activities to CIVIC 2 event	5,000.00	350,000.00
Consultants Totals:	**$82,000.00**	**$5,740,000.00**
Personnel Travel:		
Airfares	1,000.00	70,000.00
Accommodations, Per-diems coordination meetings	1,000.00	70,000.00
Personnel Travel Totals:	**$2,000.00**	**140000**
Consultants Travel:		
Airfares	3,000.00	210,000.00
Accommodations, Per-diems	3,000.00	210,000.00
Consultant Travel Totals:	**$6,000.00**	**420000**
Training and conferences:		
Travel, accommodations, (50 participants- 5 nights) venue full interpretation in 3 languages etc.	65,000.00	4,550,000.00
Outcome mapping workshop	3,000.00	210,000.00
Training totals	**$68,000.00**	**4760000**
Indirect Cost:	10,000.00	700,000.00
Total Indirect Cost:	**$10,000.00**	**700000**
Total ICA/IDRC Contribution	**$168,000.00**	**$11,760,000.00**

Annex 1: Budget for CIVIC 2.0 event

Calculated on the basis of similar events in the Dominican Republic were cheaper rates are availed in low season (April-June).

This budget is calculated in the basis of around 40 participants, plus 10 organisation and facilitators, including 2 days for CIVIC meeting and 2 days for workshops.

Activity / budget line	US$	JA$[5]
CIVIC 2.0 event Coordination, reporting and logistics	9,000	630,000
CIVIC 2.0 event – General facilitation and content	5,000	350,000
2 day Workshop facilitation- Mainstreaming ICT in development	5,000	350,000
2 day Workshop- facilitation :Training of theme / channels managers	5,000	350,000
Travel, accommodations, (50 participants- 5 nights) venue full interpretation in 3 languages etc.	65,000	4,550,000
Total:	**89,000**	**623,0000**

---

[5]   Rate US$1=J$70

Annex 2: Description of the Proposing Institutions

Fundación Taigüey

Fundación Taigüey (www.taiguey.org), is a Non Governmental and not for Profit organization, founded in 2003, and legally established in the Dominican Republic. Its' Mission is "to promote, implement, support and assess the processes of social transformation at the community level, promoting participative methodologies and the use of appropriate technologies. It's vision is that the positive transformation of the communities (also called human or sustainable development, progress or advancement) is only possible when considering the integral empowerment process, that includes all social, organizational, cultural, economic, human, spiritual, environmental aspects, and with the active participation of the stakeholders.

Taigüey has several areas of Activities
- Appropriate Technologies (energy, water, organic agriculture, income generation, etc)
- Environmental Preservation
- Information and Communication Technologies
- Rural Community and Eco Tourism
- Solidarity Networking and Virtual Communities
- Non Formal Popular Education
- Valuation of Traditional Knowledge

Its transversal Methodologies include:
- - Focus integrating the environmental and cultural perspectives
- - Empowerment of the actors, strengthening organization, participation and capacity
- - Democracy, social justice, inclusion and gender perspective.

It implemented several projects in the field of regional networking and ICTs, among them
- Coordination of CarISnet 1 project (www.carisnet.org)
- Caribbean Telecenter Workshop (www.taiguey.org/CTW)
- And currently working on a project to set up the Caribbean Telecenter Alliance
- Bohio (Dominico Haitian Civil society and development actors dialog platform) www.bohio.org
- Several Caribbean wide Networks, ecotourism network (CANGONET), Culture (SALSA)

Taigüey's national networks and initiatives include several community based project as ecotourism, agro processing women cooperative, telecentre, municipal planning information system, research on national community access indicators, among others.. See www.taiguey.org

PERSONAL

Yacine Khelladi, is Economist, Executive Director of Fundación Taigüey and international consultant, specialised in Information and Communication Technologies (ICT4D) project design, implementation, management and evaluation. He has worked coordinating several regional projects for Fundación Taigüey (CarISnet 1, Caribbean Telecentres, Bohio) As a consultant he has worked for many international organisations as IDRC, ICA, European commission, OEA, UNDP, IDB, this in the Caribbean and in the field of Social and Human Development, ICT National Policies and Strategies, Innovation Networks, Access to Knowledge, Telecentres, Culture, Organizational Development, Identity and Community Empowerment, Sustainable and Community Tourism, E-commerce, ICT business services for Small and Medium Enterprises, Knowledge Networking, etc. See www.yacine.net

Jamaica Sustainable Development Network Ltd

The Network was established first in 1998 as a UNDP Programme and later registered as an not for profit NGO in 2002.

Areas of focus include;
- The establishment and support of telecenters in marginalised areas in support of community and personal development
- Training a range of persons in computer applications, with particular emphasis on those with inadequate opportunity to access these services
- The management of the Liguanea Cybercentre as a model of a competitive, financially viable enterprise providing services to marginalised groups.
- Increasing awareness of the use of ICTs to support sustainable development at the community and national levels Partnerships and alliances
- Forging of strategic alliances with public and private sector organisations as well as non government organizations as a mechanism to accomplish its objectives within the constraints of modest resources.
- Establishment of community information networks at the focal points locations are not only allowing access to information from the Internet, but also function to harness information from community based persons and agencies on current development issues within the respective communities.

PERSONAL

A development specialist and project management professional with more than 25 years experience, Valerie Gordon has been involved in ICT for development issues since 1998. At that time, with support from the UNDP, she facilitated the establishment of the Jamaica Sustainable Development Network as a not for profit NGO, and continued to manage the entity until 2005. She continues to be involved with the JSDN as a Board Director. She is also a Board Director, and Chair person for Community Development and Egovernance in ICT4D Jamaica, another NGO involved with increasing awareness and knowledge sharing on ICTs in various development sectors. She has participated in regional projects including the IDRC supported CARISNET 1, for which JSDN was project leader; the Caribbean telecenters project (for which she prepared a regional survey of telecenters), and has represented Latin American and the Caribbean on the ICANN Non Commercial Users Committee (NCUC). She has a Diploma in Internet Governance from the Diplo Foundation and continues to be active in various discussions lists on governance issues related to the Internet. She has undertaken ICT4D related consultancies for agencies such as UNDP, UNESCO, and the International Institute for Communication and development (IICD).

DEVNET Guyana

DevNet was established in Guyana as a result of the Sustainable Development Networking Programme initiative.

The objectives of DevNet are to :-
6. provide efficient and cost effective access to the Internet for marginalised groups and in a development context;
7. build high-quality solutions for the collation, dissemination, and exchange of information and knowledge between all sectors of Guyanese society
8. design and implement innovative projects that bring new approaches to the use of ICTs for development
9. implement initiatives which would cross subsidise the activities executed to achieve the other objectives.

Specific activities include :-
a) ICT4D project areas: development of websites to promote content from local NGOs , for regional projects and development-related sites, managing the Guyana Development Gateway at http://www.guyanagateway.org.gy, researching community access options, ICT training, surveys, use of IT within government ministries.,

b) Web site development and hosting: DevNet provides these services on a commercial basis with certain concessions to local NGOs. Hosting is provided using a dedicated Linux server at Rackspace.com.
c) Technical support: currently DevNet provides technical support and help desk service to UNDP Guyana for their computer systems and network.
  o Domain name registration: DevNet runs the registry for org.gy, edu.gy and gov.gy domains.

PERSONAL

Vidyaratha Kissoon is a Project Officer with DevNet, a non-governmental organisation in Guyana which seeks to promote the use of Information and Communication Technologies for Development. DevNet is the successor of the Sustainable Development Networking Programme in Guyana and is the only organisation of its kind. Mr Kissoon has been associated with ICT4D since 2000 and has been active in various networks which promote the development of Guyanese and Caribbean
content. He is a member of other organisations which are involved in various social issues and has been working on converging some of the technology with the activities of those organisations.

Association Haïtienne pour le développement des TIC (AHTIC)

AHTIC was established in April 2006 and officially launched on May 2006, after numerous consultations and meetings among businesses and professionals in the field of ICTs. The Association is comprised of businesses (private, public or mixed) and professionals evolving in ICTs.

The mission of the Association is to promote and integrate ICTs 1) in institutions to make them more competitive and more prone to innovation and 2) in the daily life of people to improve their quality of life. The Association has 8 axis of intervention:

1. Membership
2. Funding/Resources
3. Institutional and capacity building
4. Awareness and sensitization
5. Advocacy
6. Training and certifications
7. Counselling and business development
8. Regional and international outreach

Since its inception in 2006, the Association overtook a number of initiatives:

- Leading a delegation of about 20 Haitian businesses in Novatech 2006 in the Dominican Republic
- Leading a delegation of about 20 Haitian businesses in Novatech/Madintech 2008 in Martinique
- Organizing the first CIVIC promotion meeting in Haiti under CarISnet 1
- Co-Organizing the local and traditional Information Society summit in Haiti in 2007
- Advocacy, policy development and development of position paper in the telecoms industry in the debate for reallocation of WIMAX frequencies

The Association has just developed a new strategic plan for the next three years along the 8 axis of intervention, and will open its membership to associate members comprised mostly of important users of technology like banks, cyber cafés, students, etc.

PERSONAL

Stéphane Bruno is economist, and involved in information technologies and web development, founder of AHTIC. He is currently member of the board and Interim Executive Director. After four years working for a private consulting firm where he leaded the development of the famous Infotel technological fair among others, he joined the Haitian Sustainable Development Network Project of UNDP as a National Expert, which later became a private not-for-profit foundation. As a UNDP comsultant, he worked and achieved the redelegation and launch of .ht Internet domain, and is still responsible for the strategies and policy development for .ht. He also worked on the establishment of 5 pilot community centers projects (the PIC – Point d'Information et de Communication) using Open Source Software and solar panel energy in rural areas. He has been working on several ICT4D projects and representing the country on several regional and international forums as UNDP consultant or as Administrative Contact for .ht. He is very active in the development of ICT regulation in Haiti, leading the regulation and policy development chair in AHTIC and contributing to all the debates about regulation and restructuring the market of ICTs in Haiti. As a consultant, he worked as a subcontractor for Fundación Taiguey and Carisnet 1 on several project items.

Considering our interest in promoting, integrating and empowering the Caribbean ICT4D stakeholders to unleash the ICT transformation's potential for the region, via CIVIC strengthening.

Considering the outcomes of CIVIC 3 working groups in 2006-2007 on CIVIC 2.0 platform and CIVIC diversity enhancement and CIVIC future

The following four CIVIC members Valerie Gordon, Yacine Khelladi, Stephane Bruno, Vidyaratha Kissoon, on behalf of their organisations (Fundación Taigüey (Dominican Republic), Jamaica Sustainable Development Network – JSDN (Jamaica), DevNet (Guyana) and the Association Haïtienne pour le développement des TICs -AHTIC (Haïti)) ***are requesting the CIVIC constituency a mandate to implement a on behalf of CIVIC project (CarISnet 2) that includes:***

1. The development of the multilingual **CIVIC 2.0 web/platform**, based on the outcomes and recommendations of the working group that resulted in Nov 06 with the recommendations the CIVIC platform. The development and further edition will be made with the support of an enlarged working group of volunteer members.

2. The preparation, with members gathered in a working group of a **2 year strategic work plan for CIVIC.**

3. The organisation a **CIVIC 2.0 event** (during the first semester of 2006) in order to facilitate the final discussion and approval (with online members also) of the 2 years strategic work plan

4. The organisation of a **training course** for **volunteer thematic facilitators** on online moderation an edition of thematic areas/channels of the platform (include web content edition, online communities moderation, etc.). CIVIC 2.0 platform thematic channels facilitators will be volunteer CIVIC members who committed, previous to the event, to facilitate their thematic section/community

5. The organisation of a **training workshop in ICT4D mainstreaming** in areas to be selected by CIVIC members (could be ICT in education, health, disaster management, government, SMEs, or else)

6. The organisation, within that event, of track to discuss/approve the **creation of a parallel formal organisation** (with a classic formal structure) to conduct specific advocacy and outreach activities on behalf of CIVIC (as for example the one that is currently under discussion in the ISOC Caribbean working group)

All those activities will be conducted on behalf of CIVIC, with a permanent process of members' engagement (through working groups) and consultation on the different activities. The expected outcomes/result will be owned by CIVIC

A per the current rules, members have 5 working days to amend, comment, approve or disapprove this mandate request.

Annex 4 : Preliminary Perspectives for CIVIC Phase 2

A 2 year continuation phase is envisaged; its planning will be presented and evaluated after the CIVIC face to face Regional Meeting and should include the flowing results

- **CIVIC** is **self managed** by the end of the project, in particular:
    1. 15-20 members are trained to **animate** their thematic/national channel (list + web channels moderation and animation capacity) and there are appropriate online resources to train others who could replace any members
    2. the reviewed governance mechanism is implemented and a complete system/mechanism of CIVI**C self management** by members is in place
  - CIVIC is much more **diverse, i**n terms of members, spoken languages, sectors and content contributions
  - CIVIC has developed a more systematic lobbying and advocacy capacity
  - A **regional capacity for ICT4D mainstreaming** in social sectors is developed and 30 stakeholders are trained in how to integrate ICT in their sector: i.e. education, health, cooperative and SMEs, environment, health, human rights, lifelong learning, disaster management, etc[6]-
  - Several specific CIVIC ICT4D channels/networks have been created and are active (health, education, disaster management, etc.)
  - a B2B/ICT **business oriented** networking is in place (with support from specific partners other than ICA)
  - At least 5 regional quality **collaborative ICT4D projects** were developed by members and have been discussed with supporting agencies.
  - Survey has been developed to determine CIVIC's **network of influence** (impacts beyond and behind the network)

To achieve this, a phase 2 of 2 year duration will include the activities that are presented in the attached logical framework.

---

[6]   areas with the greater need/interest will be previously identified

Annex 5: Provisional Logical Framework for 2 phases

The following logical framework was developed comprehensively for both phase 1 and phase 2. It will be reviewed updated and adapted during the first team coordination meeting.

	Intervention Logic	Risks and Assumptions	
Overall Objective	To contribute to the social and economical sustainable development of the Caribbean by strengthening the capacity for regional collaborative action on critical ICT4D issues/potentials in the Caribbean	- The macro-economy remains stable, supporting economic, fiscal and social stability; - Natural disasters will have manageable consequences;	
Results	**Objectively Verifiable Indicators of results**	**Sources of Verification**	**Risks and Assumptions**
Result 1: Further Strengthening the CIVIC virtual community as a regional catalyst for ICT4D in the region and develop Sectoral/thematic ICT4D Networking in the Caribbean	1. A comprehensive multilingual CIVIC virtual space/portal that includes a number of thematic and national channels and which integrates with the clearinghouse is online by the end of the project	- Web site - Individual result/activities and project report - workshop reports	- Stakeholders take maximum advantage of such opportunities; - No difficulties in collaboration with stakeholders - Partners own difficulties - Other projects achieve their
	2. CIVIC is self managed by the end of the project, in particular: 15-20 members are trained to animate their thematic/national channel (list + web channels moderation and animation capacity) and there are appropriate online resources to train others who could replace any members. The reviewed governance mechanism is implemented and a complete system/mechanism of CIVIC self management by members is in place		
	3. A call for stories, to be used for advocacy, has been organized, and advocacy-oriented activities have been developed		
	4. CIVIC is much more diverse, in terms of members, spoken languages, sectors and content contributions		
Result 2: Develop and strengthen capacity for ICT4D management and ICT mainstreaming in all social and economic sectors in the Caribbean	5. A regional capacity for ICT4D mainstreaming in social sectors is developed and 30 stakeholders are trained in how to integrate ICT in their sector:		
	6. Mechanism in place, national incubation network partners staff trained to incorporate ICTs in their business support services		

	Intervention Logic	Risks and Assumptions	
Result 3: Support the development of regional ICT4D collaborative projects.	7. Several specific ICTD4D channels/networks have been created and are active (health, education, disaster management, etc,		
	8. a B2B/ICT business oriented networking is in place (with support from specific partners other than ICA)		
	9. At least 5 regional quality collaborative ICT4D projects were developed by members and have been discussed with supporting agencies		
Result 4 Survey and evaluate CIVIC networking impacts, beyond its core.	10. . Survey has been developed to determine CIVIC's network of influence (impacts beyond and behind the network)		
	11. A monitoring and evaluation system for CIVIC's progress is in place		

Activities	*Intervention Logic*	*Resources*
Activities 1 CIVIC 2.0 online platform	Convene a CIVIC members working group (as much as possible the same that has developed most of the requirements for the platform) to define the TORs for the platform development and oversee the consultant selection process as well as the	One Team member/consultant responsible to facilitate the working group, and overview the online platform deployment process
	Select and hire technical person	
	Develop the portal and existing clearinghouse integration	Funding for the technical consultant, hosting and other admin overheads
	Beta version for test and trial (internal then "live")	
	Final version CIVIC 2.0 web/portal delivered	
Activities 2: Animation, moderation and channel facilitation	Moderation and animation of the main discussion list on a permanent basis	One Team member/consultant responsible to facilitate and overview the process and CIVIC main list moderator
	Facilitation of specific discussions to arrive at CIVIC positions e.g. for purposes of advocacy and/or collaborative projects (on a permanent basis)	
	Support for the facilitation of discussions with CIVIC mandate to produce specific outputs (on a permanent basis)	Volunteer and paid thematic moderators

Activities	Intervention Logic	Resources
	Selection of a pool of members/persons who will facilitate Sub-groups/thematic channels. They will be in charge of both web site sections/channels and thematic sub group / mailing lists / forums. They will report to the main group, prepare bimonthly reports, and build a constituency around that theme or blogs. Terms of reference will be developed	Same Team member/consultant responsible Volunteer thematic moderators
	Establishment of thematic channels, that are estimated about 6 for the first year (e.g. open source and software, education and ICT, e-government, ICT policy and regulation, business, disaster management and ICT)	
	Organisation of a moderators training workshop (one in year 1 for 2 days) – at least 20 people will be trained in maintaining their thematic web site sections/channels and thematic sub group / mailing lists / forums.	Funding for the technical consultant, hosting and other admin overheads. Workshop costs/facilitations
Activities 3 Web and clearinghouse content	Main Web content coordinator permanent work (overseeing the whole platform)	One Team member/consultant responsible to facilitate and overview the process
	Establishment of editorial policy taxonomy to maintain consistency in categorization of web content	
	Identification of a pool of content managers who will approve web content (most will be the same "channel moderators" selected in activities 2 above)	Volunteer thematic moderators and budget of Previous activities
	The training of the channels/thematic sections content mangers will be part of the same training workshops described in activities 2 above	
	Identify and contract persons to complete uploading content in the clearinghouse,	Contracted persons, to enter about 500 entries
	Identify and contract someone to provide ongoing actualisations (as press articles, events, etc.)	Contracted person, one year
	Translation of web content and documents (ongoing)	Automatic for content, paid for documents
Activities 4 Diversity enhancement and monitoring activities	Ongoing Interventions of the diversity facilitator, enforce strategies for CIVIC diversity and support mainstreaming of cultural diversity on ICT/ICT4D	A diversity facilitator Team member/consultant (paid) to set up monitoring tools, monitor diversity and enforce strategies for CIVIC diversity
	Establishment of a systematic and permanent monitoring of CIVIC diversity to monitor changes in membership in terms of language, sector, gender and age	Includes setup and running the diversity monitoring system.

Activities	Intervention Logic	Resources
	"Human" translation of main CIVIC documents into the three main languages : French, English and Spanish	Translators and their supervision
	Develop and deploy improved Auto translation tools for forums and mailing list	Consultant, tool development
	Promotion of CIVIC among women and youth groups to enhance greater gender and age diversity	Part of diversity facilitator activities
	Hosting of meetings in French and Spanish and Dutch speaking territories to promote CIVIC membership (4 meetings)	Local partners for organisation Meetings costs and travel.
Activities 5 CIVIC 2.0 event	Organise the event and its associated tracks. Prepare reports	One Team member/consultant responsible to facilitate and overview the meeting organisation process
	Seek additional funding, partners, and sponsors.	
	Identify participants, Organise logistics	Funding for the meeting (travel, accommodations, facilities translation, resource persons, venue, meeting materials)
	Facilitate meeting sessions	
Activities 6 ICT4D projects design, promotion and management capacity building	Prepare and deliver a 2 day workshop to develop capacity to manage mainstreaming of ICT in sectors such as education, health, disaster management, etc as tracks during the Regional CIVIC meeting event which will be convened in Year 1 (see activities 5))	Facilitators team
	Assist and mentor members (especially the thematic channel facilitators) in developing 5 sound regional ICT4D projects ensuring that they are finalized and submitted for funding	Team member/consultant in charge for the tasks
	Broker with donors: present them for funding.	
Activities 7	Identify online course developer and contract it to develop an online course for developing case studies	Contracted technical person
	Offer course online	CIVIC 2.0 Web site (already in places)
	Organize and manage a call for "case studies", CIVIC members' jury, and select winners.	Team member/consultant in charge for managing theses tasks
	Select (with the same jury) recipients of support to present CIVIC position documents or case studies in regional meetings and events	Prices in form of travel support to present case studies (advocacy)

CarISnet 2 phase 1 proposal" Integrating and empowering the Caribbean ICT4D stakeholders"   28
© CarISnet consortium, October 2007

Activities	Intervention Logic	Resources
Activities 8	Convene a CIVIC members working group, draft TORs,	Team member/consultant
	Select consultant, and overview survey conduction (each year) and a "beyond and behind the scenes" study	Funding for survey consultant
Activities 9 Project administration coordination and management	Conduct general coordination activities such as online discussions, conf calls, email coordination mailing list, progress reports etc. Set up the coordination tools (implementation logical framework, action plan, etc).	Team member/consultant: implementation coordination
	Implement the administrative and financial management (includes ICA financial reporting all contracts management)	Team member/consultant: administration
	Convene and organize coordination meetings – 6 proposed over 2 years	Travel costs (6*4000)
	Maintenance of the CARISNET consortium web site	Team member/consultant web maintenance
	Monitor and document (systematize) lessons learned	Team member/consultant research and evaluation