

Post CTW working document –

Proposal from the Task Force
To the CTW workshop participants

Building the Alliance of Caribbean Telecenters (ACT!)

V.1 for CTW participants review, please do not circulate

13-10-06

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1 Definition of the ACT!

Background: see the Caribbean Community Telecenters Workshop outputs summary: especially the conclusions and mandate of the Task force.

1.1 Objective of the ACT!

The Alliance of Caribbean Telecentres (ACT!) has the objective to enable and promote sharing and collaboration among Caribbean telecentres, to strengthen the impact of telecentres initiatives in the communities.

This includes objectives

- Facilitating knowledge sharing and information exchange
- Facilitating the development of collaborative projects
- Facilitating technical peer to peer support and/or access to external technical support to telecenters of the region
- promoting the digital democracy/inclusion and the right to information and to inform
- promoting community empowerment and transformation capacity into the rural and urban marginal communities

1.2 Working principles for the ACT!

- Open, democratic, participative, flexible
- As sustainable as possible, based on “user” content contributions participation
- All its content is Open/free
- Multilingual and multicultural (respect and promotes)
- Taking advantage of existing initiatives and resources

1.3 Proposed ACT Structure

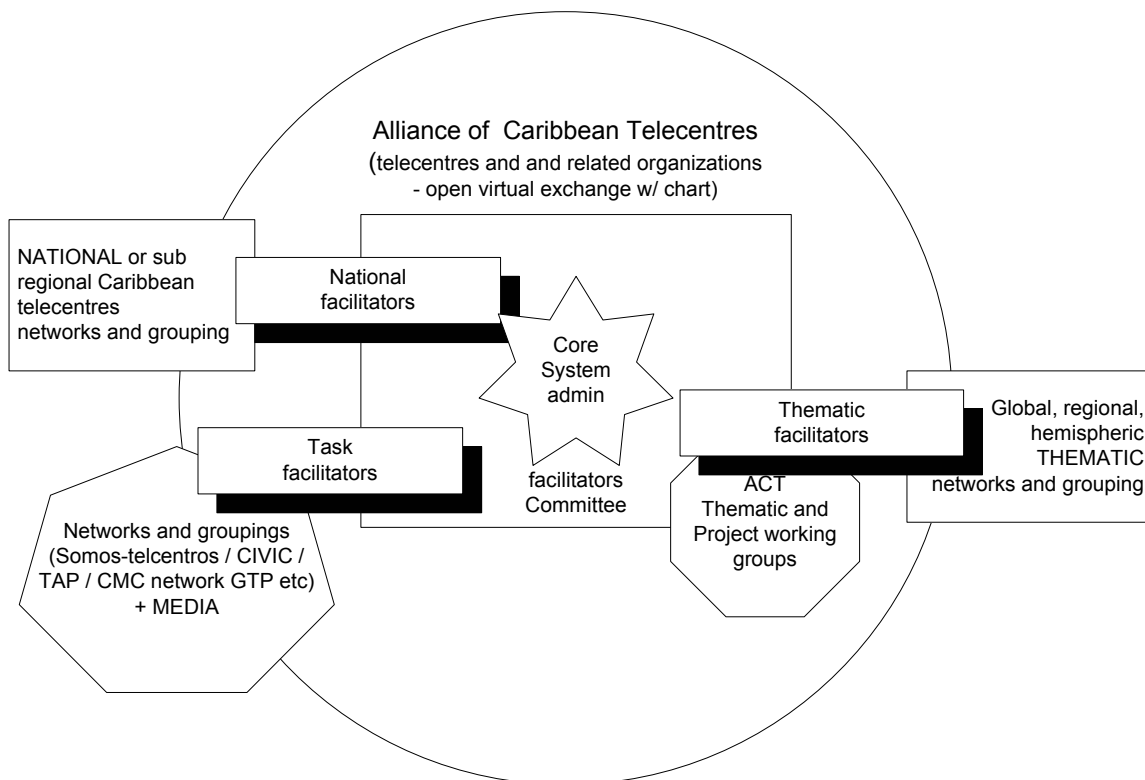
To reach goals the proposed structure is light and un-bureaucratic, and based on participation, at 2 levels:

- All Caribbean telecentre stakeholders who want to exchange and do things together, exchange via collaborative tools (as mailing list and web site) ; they are the alliance

- Are “facilitators” those who volunteer to take specific responsibilities or leadership on certain themes, countries/regions, or other special tasks, They will be gathering online content, developing ideas and promoting actions;. They will be also part of a facilitator committee, to coordinate their works

Additionally a core system facilitator/admin is responsible to maintain the tools (technically – lists, webs)

(Detailed descriptions below might make it look complicated but it is that simple)



1.3.1 General ACT Membership

- Individuals/ persons and institutions working with Caribbean telecenters
- Institutional and Individual: No formal membership (no request of signed documents) just requires – ACT! mailing list registration – explicit chart approval (*)
- No registration fee
- Obligation to maintain updated information and functional email - to upload information etc;
- benefits: many privilege access to training, resources, participation in projects etc
- Participates in decision making and ACT! Activities, projects

(*) Chart to be developed, on the basis of CIVIC chart,
<http://carisnet.org/civic/civic-eng.html>

1.3.2 (Thematic, Task, National) Facilitators

Individual members or institutions (with one person mandated to represent and contribute) who volunteer to be:

- **Thematic Facilitators** in charge of:
 - Develop and maintain thematic sections of the alliance web site (content)
 - moderate, animate thematic discussions (mail and/or web based)
 - promote developing and implementing collaborative regional projects in their area/thematic
 - inform/articulate the main list on its thematic/area highlights

- **Specific task Facilitators as**
 - **media** impact Facilitator (media outreach)
 - in charge relations with existing networks and projects (in particular, Somos@Telcentros CIVIC, TAP, GTP etc)
 - others in charge of specific projects

- **National (or sub regional) Facilitators** /focal points: in charge of:
 - Develop and maintain national sections of the alliance web site (content) (if no national or sub regional similar web exists)
 - If they do not exist moderate, animate national (sub regional) discussions (mail or web based)
 - Link/articulate the national(or sub-regional) and regional level
 - promote developing national (or sub-regional) collaborative projects
 - inform the main list on national (or sub-regional) highlights

→ We do not create national telecenters networks when they exist. If not existence we can provide virtual space and methodological support to create them space but there are autonomous!

1.3.3 Facilitators Committee:

Composed of institutions or individuals who are national, task or thematic Facilitators

- i. The Committee works virtually (with decision making rules)
- ii. The Committee work via virtual forum and face to face meeting

- iii. One institution manages its agenda (not necessary the same as the core system facilitator)
- iv. The Committee supports and overviews the work of the “Core System manager” Validates the options and proposals of the “Core System manager” (all including web site design, contents, fundraising, etc)
- v. The Committee organize of regional workshops with training geared the needs expressed in the workshop (implies that an organization be responsible for workshop design , organization and content implementation, finance and reporting, with the committee support)
- vi. The Committee Promotes regional projects
 - 1. The Committee Organize a Call for proposals for members to work together on specific regional projects like the ones proposed at the workshop
 - 2. The Committee Review and approve proposals (projects have to be collaborative, regional sin scope, and implemented by ACT members, and that the themes are those proposed at the workshop)

1.3.4 Core System manager:

One organization that is responsible for to maintain the core networking mechanism for the ACT.

- i. Maintains main mailing list moderation and facilitation (networking / general information exchange)
- ii. Set up and maintain online resource center (linked with existing), upload some content but mostly should be to be filled by the national and thematic Facilitators, and the members
- iii. Provide info structure for thematic and national web-sections (that are managed be respective Facilitators)
- iv. provides info-structure for thematic forums and national (web based or mailing list) that are managed be respective Facilitators
- v. translations of mails and web site maintained in 3 languages
- vi. manage relation with donors and fundraising, for the core system

It may implement all or with some component implemented/subcontracted by partner/members (either paid or volunteer):

1.4 Results / Outputs / Activities

1.4.1 Information exchange

- Via main mailing list, (multilingual)

- Via thematic sectors of the portal, thematic forums/lists, and chat
- Web site and Information Clearinghouse (data base) (user generated content)
- Workshops and field visits visits

1.4.2 Technical support/assistance

- Access to Online material
- Training workshops
- Visits (jump/expert teams?)

1.4.3 Collaborative regional projects

- characteristics
 - regional in scope,
 - implemented by members,
 - the themes are those proposed at the workshop
 - thematic Facilitator could be leader or not in definition and implementation
 - Facilitators committee approves by vote
- Core System Manager and Facilitators committee do the fundraising for approved projects

1.4.4 Outreach and impact

- Lobbying regional public forums, policy makers
- Media outreach (media center)
- Seminars, workshops, meetings etc

1.5 Themes and Areas of ACT! Work

- Management and operations
- Financial sustainability strategies and business models
- (multi) Media integration
- Social impact, Community empowerment and strategies (includes Training)
- Lobbying / public policies
- Research-action
- Hardware, facilities and energy
- Software
- Connectivity

2 “Act!ivate” the project to build the ACT!

2.1 Objective of the Act!ivate project:

Build/set up and maintain the minimal core mechanism for the ACT! as a regional framework for sharing and collaboration among Caribbean telecentres.

By default the Act!ivate project implementer will become the first Core System Manager of the ACT!

2.2 Project Activities

- i. Prepare “Act!ivate” Project implantation plan and budget – fundraising (after this document is approved)
- ii. Define ACT! chart have it approved by initial members (CTW workshop participants)
- iii. Facilitate the main mailing list
- iv. Open and promote the membership
- v. Facilitate the selection process by membership of the national/task/thematic Facilitators with their own mandate
- vi. Organize mechanism and facilitate tools for the functioning of the Facilitators committee
- vii. Define and implement ACT! Web site and its thematic exchanges mechanics.
- viii. Organize next ACT! meeting/workshop (2007) that should
 - include one day Facilitators committee face-to-face meeting
 - include training workshop for ACT membership (as: multimedia and radio, sustainability, wireless connectivity, open source software, community empowerment methodologies etc)
 - Present use and diffuse results of collaborative projects of the ACT! projects results: manuals, methods, tools etc
 - Several parallel tracks (discussions) in all areas

→The ACT! Projects, Thematic or national activities/project are independently defined, fundraised and managed, by their Facilitators and supervised by Facilitators committee. Core System Manager only maintains articulation mechanism

2.3 Implementation arrangement

The Act!ivate project implementation is proposed to be carried out by the CarISnet project consortium who is already since 2004 developing activities around strengthening the ICT4D actors in the Caribbean (Civic strengthening, ICT4D Caribbean online clearinghouse www.carisnet.org).

Current CarISnet consortium members are JSNDP (Jamaica) Fundación Taigüey (Dominican Republic) and DevNet (Guyana), but membership is expected to change/grow in November when Carisnet2 project is to be defined.

This proposal would create synergies and integration between integrating ACT!ivate and Carisnet2 .