I. Objectives
II. Programme of the Meeting
III. Participants
IV. Preparatory Work for Meeting
V. Outcomes
VI. Annexes
   I. E-government Strategy and Action Plan Project Document
   II. Draft Programme for the 4th Ministerial Consultation
   III. Final Report of the First Working Group Meeting
   IV. Palermo Conference on E-Government Final Communiqué
I. Objectives

Following the recommendations of the Third Caribbean Regional Ministerial Consultation, held in December 2001 in Montego Bay Jamaica, an E-government Working Group of Caribbean countries was constituted and its inaugural meeting was held on 8 April 2002 in Rome, Italy. The meeting brought together representatives from Caribbean countries, regional organizations, UNDESA and the Government of Italy to discuss the mandate and terms of reference of the working group, identify follow up actions to the third ministerial consultation and agree upon an action plan for their implementation.

It was agreed that the initial activities of the working group would focus on assessment of the e-government capacities within the region, the development of a Regional E-government Strategy and Action Plan, and the creation of a Regional E-government Network to serve as a forum for exchange of experiences and to build capacity at the national level. Moreover, it was decided that seed money would be sought to undertake these activities. The Working Group was also tasked with formulating an agenda for the Fourth Ministerial Consultation, with a focus on E-government applications in the areas of SMEs and disaster management.

The mandate of the Working Group and its proposed activities found further support in the final recommendations of the Palermo Conference on E-government for Development, held on 10-11 April 2002 in Palermo, Italy. This conference, attended by over 500 participants including the highest levels of government, reiterated the importance of harnessing ICT and e-government in order to participate in the knowledge economy and society and the critical role that e-government can play in enhancing public administration reform and service delivery, making government more transparent, accountable and effective, and in transforming the relationship between the citizen and the State. Furthermore, the conference emphasized the need for committed leadership and putting in place sound strategies in order to realize the benefits that e-government offers, as well as to overcome the challenges they present.

In this context the Second E-government Working Group Meeting, to be held on 17-18 October 2002 in Rome, Italy, seeks to achieve the following:

a. Review progress on the implementation of the TOR of the WG, specifically the E-Government Strategy and Action Plan project.
b. Review progress at the national level on e-government initiatives.
c. Review and discuss the draft agenda for the 4th Ministerial Consultation to take place in February 2003.
d. Identify resources available to the region from the Italian institutes on the key themes of the 4th Ministerial Consultation including SMEs and natural disaster management.
## II. Programme of the Meeting

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
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<tbody>
<tr>
<td><strong>Day 1, 17 October 2002 - Ministry of Foreign Affairs – Conference Room “Nigra” (tbd)</strong></td>
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</tbody>
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| 9:30-10:00 | **Opening Session**  
- Dr. Patrick I. Gomes, Executive Director, Caribbean Centre for Development Administration (CARICAD)  
- Mr. Gherardo Casini, Chief, HRIC Office, UNDESA  
- Min. Scauso, Deputy Director General, General Directorate for Latin America and the Caribbean, Ministry of Foreign Affairs of Italy |
| 10:00-11:45| **Review of Progress on Activities Since 3rd Ministerial Consultation**  
- Ms. Judith Maloney, Chairwoman of CARICAD, Government of Jamaica  
- Mr. Kenwyn Austin, Director of E-government, Ministry of Communications and Information Technology, Government of Trinidad & Tobago  
- Ms Avril Gallop, Head of Public Service, Cabinet Office, Office of the Prime Minister, Government of Barbados  
- Mr Cecil Bartholomew, Director for ICT, Office of the Prime Minister, Grenada  
- Ms. Jaqueline Wiltshire-Forde, Director of Information and Communication Technology, CARICOM  
- Ms. Claudia Oglialoro, Deputy Head, International Affairs Office, Ministry of Innovation and Technology, Government of Italy |
| 11:45-12:00| **Coffee Break**                                                                                                                                       |
| 12:00-1:15 | **Review of Working Group E-government Strategy and Action Plan Initiative**  
- Ms. Jennifer Sisk, ICT Policy Adviser, UNDESA  
- Open Discussion |
| 1:15-2:30  | Lunch (offered by the Ministry of Foreign Affairs)                                                                                                      |
| 2:30-3:30 | **Review of Programme for 4th Ministerial Consultation and Agenda for Third Working Group Meeting**  
- Dr. P.I. Gomes, CARICAD  
- Open Discussion |
| 3:30-4:00 | **Coffee**                                                                                                                                               |
| 4:00-5:00 | **Review of Programme for 4th Ministerial Consultation and Agenda for Third Working Group Meeting Continued…..**  
- Open Discussion |
| **Day 2, 18 October 2002 - Ministry of Foreign Affairs – Conference Room “Nigra” (tbd)**          |                                                                                                                                                        |
| 9:30-11:00| **Presentation of Programme to Italian Institution- Dr. P.I. Gomes**  
- Presentation of Available Resources from Italian Institutions  
- Presentation by the School of Public Administration  
- Open Discussion |
| 11:00-11:30| **Coffee Break**                                                                                                                                       |
| 11:30-1:00| **Presentation by the Department of Civil Protection**                                                                                                   |
|           | **Presentation by the Association of Small and Medium Enterprises (CONFARTIGIANATI)**                                                                     |
|           | **Open discussion**                                                                                                                                     |
| 1:15-1:30 | **Concluding Remarks**  
- Dr. P.I. Gomes, CARICAD  
- Mr. Gherardo Casini, UNDESA  
- Min. Scauso, Ministry of Foreign Affairs of Italy |
|
II. Participants

The following members of the Working Group will participate in the Second Meeting:

**Caribbean States**

Mrs. Judith Maloney  
Chairwoman of CARICAD  
Government of Jamaica

Mr. Kenwyn Austin  
Director of E-government  
Ministry of Communications and Information Technology  
Government of Trinidad & Tobago

Ms. Avril Gallop  
Head of Public Service  
Cabinet Office  
Office of the Prime Minister  
Government of Barbados

Hon. Dr. Girrol Thompson  
Minister of Telecommunications  
St. Vincent and the Grenadines

**Regional and International Organizations**

Dr. P.I. Gomes  
Executive Director  
Caribbean Centre for Development Administration

Ms. Jacqueline Wiltshire-Forde  
Director  
Information and Communication Technology  
CARICOM Secretariat

Mr. Danilo Piaggesi  
Chief  
Information Technology for Development Division  
Inter-American Development Bank

Mr. Amos Pincini  
European Union

**UNDESA**

Mr. Gherardo Casini  
Chief  
HRIC Office  
DPEPA
IV. Preparatory Work for Meeting

CARICAD, in collaboration with UNDESA, will prepare background documents for the meeting including:

2. Draft Programme for the Fourth Ministerial Consultation and List of Speakers
3. Proposal of Topics to be considered at Third E-Government Working Group Meeting

V. Outcomes

The Second E-Government Working Group Meeting will result in the following outcomes:

1. Advanced Draft Programme for the Fourth Ministerial Consultation
3. Approved list of topics for Third E-government Working Group Meeting
4. Identification of potential partnerships
5. Improved understanding of opportunities afforded by e-government and the necessary steps for their realization.

VI. Annexes

Annex II and the information circular will be made available on the Caribbean E-Government Working Group website, under the documentation for the 2nd Working Group Meeting. Please see <http://www.unpan.org/lacwig/>.