



National Telecommunications Regulatory Commission (Grenada)

P.O. Box 854, St. George's, Grenada

Telephone: (473) 435 6872, Facsimile: (473) 435 2132

Email: gntrc@ectel.int, Web: www.ntrc.gd

Terms of Reference Universal Service Fund Ad Hoc Committee

Background:

Purpose:

As stipulated in the Telecommunications Universal Service Fund guidelines, a Universal Service Fund committee is established for the purpose as follows: "The Commission can establish an ad hoc committee who may assist the Universal Service Fund Administrator in the appraisals and selection of Universal Service Fund projects."

Objective:

To recommend projects to be funded under Universal Service Fund

Type of Committee:

Ad hoc committee

Responsible To:

The Commission

Membership:

Below is a table which list the members of the Universal Service Fund Committee. As stipulated in the Telecommunications Universal Service Fund Guidelines, "persons would not be appointed to the committee who may have a foreseeable economic interest in the outcome of a decision to be taken on any fund-related matter.

.../2



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-2-

Any person who is chosen to sit on the committee and has a material interest in the outcome of the any fund-related matter shall disclose his interest to the commission and shall be disqualified from sitting on the committee.” The committee should be made up of persons who can provide an objective assessment of whether or not a project would

be ideal to receive funding from the USF; this would give a perspective outside the NTRC thus ensuring confidence in the system of project selection.

Persons with an economic interest in the outcome of the fund e.g. providers may attend a committee meeting to present information and or answer questions if necessary. However, they would not be involved in the decision making. Members would be selected based on specialist knowledge, ability to represent the interest of stakeholders and ability to help resolve issues the project may face.

Role of the Ad Hoc Committee

The Universal Service Fund committee would function as an advisory committee to assist the NTRC with the selection of USF projects. The committee would function independent of the views of the Commission, but in line with the priority goals set by the Commission for operating year. Project appraisals shall be based on format identified in the Telecommunications Universal Service Fund Guidelines. The committee would ensure, at all times, the goal of the fund is promoted in the selection of fund projects.

The committee would recommend projects based on project proposals submitted by interested parties. Each project proposal would undergo a series of analysis and appraisals, these would include the following:

Policy priority: this would determine whether the objective of the project is in keeping with the objective of the Universal Service Fund

..../3



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-3-

Technical Feasibility and Requirements: Evaluate and identify the technical and institutional components of the project that would be required by a telecommunication provider to implement the project as defined by the applicant. This would be based on a baseline set of assumptions as to the default approaches likely to be used.

Institutional Requirements: institutional arrangement that will be necessary, such as the size and nature of the organization(s) and personnel required to operate the proposed services.

Financial Analysis: conduct detailed financial analysis of the proposed project as outlined in the telecommunication universal service fund guidelines, including the capital / investment and costs required to implement and maintain the universal service fund project during the milestone.

Economic and social cost-benefit analysis: assessment on the economic and social benefits to the user population and the country as a whole that would be likely to result from implementing the project.

Risk analysis: the likely threats that may pose a problem to the projects and the vulnerabilities of the project to the threats.

Format of the Committee

The Universal Service Fund committee would comprise of at least five persons, and no more than seven persons. Members would be selected both internally and externally to provide a balance of perspectives and inputs. Members should be drawn from various disciplines to ensure the ability to adequately assess projects proposed and to adequately conduct the appraisals highlighted above. Persons would be drawn from:

Information Communication and Technology (ICT) and Information Technology

Economics and Finance

Engineer / Telecommunications

.../4



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-4-

The committee would be spearheaded by the chairperson; the chairperson would be supported by the recording secretary who would record all minutes and decisions made during the meeting. The recording secretary would be followed by all other members.

Responsibility of the Members

Chair

Sets agenda for the meeting

Makes purpose of the meeting clear

Call meeting to order

Manage the proceedings of the meeting

Ensure project is aligned with the goal and priority of the fund

Other members

Understand the goals, objectives and outcome of the meeting

Makes recommendations in the best interest of the fund

Support discussions and debates

Ensure project is aligned with the goal and priority of the fund

Actively participate through attendance, discussion, review of minutes, paper and other documents of the committee.

Participate in the appraisals and analysis of projects proposed

.../5



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-5-

Recording Secretary

Ensures that agenda is disseminated to all members in a timely manner

Records notes and discussions arising at the meeting

Clarify and summarize the events of the meeting

Quorum / Decision Making

Quorum

The quorum would be determined based on the size of the committee.

Decision Making

Decisions can be made on one of the following basis:

Unanimity: everyone agree to a given decision

Majority: a course of action requiring support from more than 50% of members attending the meeting

2/3 majority: course of action requiring 2/3 of members attending the meeting

Consensus: a majority approve a decision but the majority agrees to go along with potentially some modifications

.../6



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-6-

Frequency of Meetings

Due to the nature and objective of the committee, members would be required to meet as necessary to select projects within the stated deadline.

Meeting dates can be set either in advance of the date of the meeting or prior to adjournment of a committee meeting.

Documents Circulated

Prior to the date of the meeting, agenda, papers and documents should be submitted to the members to allow adequate time for review. These should be disbursed at least 10 days prior to the committee meetings.