

Telecon Details:

Date:	19 January 2016, 15:00- 16:00 (CET)	
Participants:	<ul style="list-style-type: none"> Joe Burton, U.S. Department of State Co-lead) Isaac Kwamy, NetHope (Co-lead) Olly Parson, GSMA 	<ul style="list-style-type: none"> Sanjiv Jain, IFRC Karen Barsamian, WFP FITTEST Caroline Teyssier, Global ETC Cell (Support)

Highlights:

Agenda	Key Discussions	Action Points
Haiti Pilot: <ul style="list-style-type: none"> - Key deadlines - Next steps - Points of discussions - Next call 	<p>Project - Key Deadlines:</p> <ul style="list-style-type: none"> January 31: narrow down and prioritize the fields for an ICT preparedness profile template for Haiti March 18: Deadline for a completed first draft of a Haiti ICT country profile <p>Next Steps:</p> <ul style="list-style-type: none"> On 20 January, Caroline will send the two ICT preparedness template documents to the group. All to review and choose priority fields to combine into one template by 31 January, noting the following: <ul style="list-style-type: none"> ➤ The priority of the fields: What are “need to know” vs “nice to know”. ➤ The sensitivity of the fields. Who should see it? What can be shared? Is it for the ETC only, should the information be public? ➤ Who is the main focal point? ➤ Frequency of updating and time it would take, and who would update. This is crucial ➤ Which information you can volunteer to provide, and ➤ Which relationships you can cultivate on an ongoing basis Once the profile is built, next steps in contacting the country and introducing/discussing the cluster will be considered – all in close collaboration with the ETC Response Readiness Working group, which will launch shortly. <p>Points of discussion/background:</p> <ul style="list-style-type: none"> Having information and contacts in advance is valuable. The ETC Logistics Cluster uses a similar system to assess third country and tracking, which it updates regularly (evry 2 years at least). It saves critical time when disaster strikes to know who to 	<ul style="list-style-type: none"> 2 milestones agreed with deadlines set: Profile teamplate by 31 Jan and Haiti ICT profile first draft by 18 March. Calls to be held every two weeks through March 18th for a brief check in Group to feedback on the Assessment templates circulated by 28 Jan Also the group is encouraged to start collecting info they may have. Joe, Isaac and Caroline to revise the concept note and share it with the group by next week

	<p>contact, such as a local group, to learn what the technology and power infrastructure situations are so you can better deploy (i.e. do I need to bring generators?</p> <ul style="list-style-type: none"> • How updated? Who is the main focal point, is that something the ETC does, and define when do we want to do that, and if we have ways information on other platforms that are reliable. How to create or link it? • Vulnerable countries with lesser capacity must know the cluster in advance. As group members provide contacts, we must realize that a relationship must be built and maintained with those contacts. It must be more than a sheet of phone numbers. Relationship leads must be noted also, and those relationships cultivated. This will help the ETC in its deployments by having information and regulatory contacts, etc. 	
Next Teleconference	<ul style="list-style-type: none"> • Next teleconference to be held on 2 February 	