

INITIAL WORKING DOCUMENT

2nd CARDICIS actual preparatory meeting

**Santo Domingo,
Versión final, 13/11/2005**

OBJECTIVES :

The intention of the CARDICIS project (<http://cardicis.org>) is *"to reunite the key actors of civil society of the Caribbean who specialise in the field of the ICT4D, as well as those of the international organisations with a particular interest in this field, in order to reflect on the importance of the factor "cultural and linguistic diversity" in the elaboration of regional solutions that allow an integral vision of the Caribbean to be reached. To establish together strategies to treat this problem and to document common positions with the purpose of promoting the creation of a vision of the Information Society that favors a regional integration based on respect for diversity".*¹

The first stage has been characterized by the **first CARDICIS meeting**, organized in St. Lucia, from 30th August to 1st September 2004, and whose tangible products are documented in <http://cardicis.org/index2.htm?lan=es&pg=m15> and the intangible products, fruits of the interaction during the meeting are, partly, materialized through the **virtual community CARDICIS** whose debates are stored in <http://cardicis.org/cardicis-mail/> (moderated discussion list with automatic translation service) and <http://cardicis.org/cardis/> (unmoderated and informal discussion).

The general mission of the second phase of the CARDICIS project is *"to follow up, to make concrete and to extend the first efforts to the people of civil society with a key role in the field of ICT4D, as well as to those of particularly relevant international organisations".*²

¹ CARDICIS Project document, French version, 12 July 2004.

² CARDICIS Project document, Second Phase, French version, June 2005.

The second phase plans 4 actions :

	ACTION	EXPECTED BENEFITS
A1	The participation of a group of persons from the community in a panel on the theme of CARDICIS as a part of the annual meeting of the Caribbean Studies Association ³ in Santo Domingo, from 1 st to 4 th June 2005.	-Promote CARDICIS with other more academia groups. - Maintain the interest of the community. - Establish contacts with the Diaspora. See http://cardicis.org/index3.htm?lan=fr&pg=csa2005
A2	The evaluation of the impacts of the CARDICIS meeting , and identification of expectations for the next meeting	- To identify the first impacts to guide the subsequent actions. - To capitalise on the actions already undertaken and to establish feedback for a more successful follow-up. - To give input for the second meeting.
A3	The support of multi-lingualism in CIVIC through the CARISNET Project (http://carisnet.org).	- To assist CARISNET in the balance of the linguistic components of CIVIC ⁴ . - To strengthen cooperation with ICA, over the financing of CARISNET and the promotion of CIVIC. - To mark the presence of the Francophonie as an actor in the promotion of cultural diversity in the Caribbean.
A4	Accomplishment of the second CARDICIS meeting.	See what follows in the document....

The **specific objectives of the second CARDICIS meeting** are:

- *To fortify products and impacts of the first meeting.*
- *To seat together, civil society and international organisations, the bases for the action*
- *To give the project continuity.*
- *To open the CARDICIS community more to the diáspora and to the noninsular Caribbean.*

The **specific direction** is to contribute to a better regional coordination of ongoing activities, in terms of multisectorial approach and cultural diversity, building on what exists already and searching for synergies.

Added to this it is proposed to contribute to the strengthening of CIVIC, the existing platform of multisectorial articulation, by diversifying the Community, welcoming new

³ <http://csa2005.fiu.edu/>

⁴ Caribbean ICT virtual community CIVIC - <http://www.dgroups.org/groups/icacaribbean/>

actors, and creating a clear definition of its interfaces and connections in the regional and global context with other existing or intended projects⁵.

Cardicis2 workshop/meeting: 5, 6 and 7 December 2005

Location: Hilton Coral Hotel - Juan Dolio, Dominican Republic⁶ (twenty minutes from the Aeropuerto de las Americas and one hour from the city of Santo Domingo)

ORIENTATION

“From the affective to the effective.”

The first meeting had a difficult challenge to work at the psychological level with the participants to **visualize the common cultural identity** behind the language differences. The process was also oriented to **identify the cultural differences** remaining as historical consequences of the colonial differences. The previous conference demonstrated that the construction of the Caribbean information society needs foundations based on **respect for linguistic and cultural diversity**.

The facilitation process was dedicated to explore and to construct the **common imagination**, which is the main **intangible** product of the first meeting, the **tangible** products (report and declarations) being of very relative importance compared with the work in perceptions.

This second workshop-conference is seen as one stage further, with an **application** orientation, attempting to **capitalize** on the affective gains of the first meeting and the **empathy** that has clearly lasted in much of the group. The aim is to ground in concrete actions also taking advantage of a global and regional context at the moment particularly propitious for it (CMSI, adoption of the UNESCO agreement on diversity, E.LAC, plans of e.Gob, plans of the EU...). The meeting considers two complementary factors: the diáspora and the non insular Caribbean, although in a proportional manner so as to maintain the priority in capitalization.

The direction towards the concrete and the applied does not sacrifice the essential substratum to the project of **interculturality** which is the **live wire of the CARDICIS process**.

The manifestation of this will towards concretization and capitalization, without leaving the essential frame of cultural diversity, focuses in different ways:

- in the high proportion of people coming from the first meeting,
- in the determined approach towards existing projects and processes, in particular in the multisectorial community of ICT4D actors called CIVIC
- in methodology more oriented to the synthetic than the analytical,
- with the separation of the activities of socialization from the work process,

⁵ Like for example CARISNET, CARDICIS, MISTICA (<http://funredes.org/mistica>), SOMOS @ TELECENTROS (<http://www.tele-centros.org/>), E.LAC (<http://www.eclac.cl/socinfo/>), and the projects carried out with European support ...

⁶ An attempt was made to try to obtain the funding required to organise this meeting in Cayenne (French Guyana). This result was not obtained but CARDICIS was associated with the UCAM project (<http://www.gci-ucam.org/>) and other activities in this DFA.

- and with the maintenance of the permanent intersection of the subject of cultural diversity with that of ICT4D.

. In short, although this speaks to a meeting more traditional than the first, there will always be space for original experiments (like the one to invite the interpreters from the first meeting so that they participate in this meeting as authentic participants) which justify themselves by the nature of idea and by the particular style of process of FUNREDES, where **investigation and action** are never far from one another.

PARTICIPANTS

It was decided to try to open new spaces for new people, in particular from the diáspora and the noninsular Caribbean, choosing 25% as the optimum level to maintain the capitalization . With this a commitment was made to an induction of new people to the spirit of the project in contact with a large group (75%) of participants from the first meeting.

As definition criteria for the participants from civil society present at the meeting in St, Lucia, the global balance of different factors (language, country, gender) was used as the key and it was decided, for the decisions, to give priority to the people with a high degree of participation in the process and with greatest capacity for effect in the field of ICT4D, in coherence with the stated objectives.

It is hoped that the people from the first meeting who would not be present in the second will maintain and increase their remote participation during the survey phase, during the same meeting across the CARDICIS list and, soon, in the same list of discussion. It will be a determining element to measure the capacity of this community to last and to affect its surroundings.

As far as the institutional participation goes, given the will to consolidate in actions, the same people (except for changes of position) will be invited while at the same time the circle of institutions involved will be enlarged with a strong focus in the invited institutions in regional projects.

In coherence with the very original experiment that had been made with interpretation in the first meeting⁷, and with the will to continue investing in people long term, the most outstanding people of this group for each country are invited as participants (a total of 5 people) assuming that thanks to the introductory workshop on ICT4D that was held just before the first meeting, and to the experience shared with the people then they will be able to contribute in this meeting with the role of representatives of civil society with an extra sensitivity for linguistic and cultural diversity.

The total participants will be around 50 people (including the operational and technical personnel of the meeting) distributed this way:

- 10 institutional

⁷ The interpretation was organised with a group of professors and students from the Universities APEC in the Dominican Republic, Quisqueya in Haiti and the Ministry of Education in St Lucia under the co-ordination of a long time professional in the field. The whole group received a one-day induction workshop on the theme of ICT4D just before the meeting. The people in charge of the interpretation were invited to socialize with the people in the meeting and had the right to take part in the debates.

- 20 international civil society
- 5 national civil society
- 5 participants from the interpretation team of CARDICIS1
- 7 people from the Funredes facilitation team
- 5 locally contracted interpreters (plus a technician)

The people who have been invited from the institutional group are as follows:

NAME	INSTITUTION	COUNTRY	COUNTRY 2	STATUS
Alton Grizzle	UNESCO	JAMAICA		
Amado Pitroipa	AIF	HAITI	BURKINA FASO	To be confirmed
Amos Tincani	EUROPEAN UNION	BARBADOS	ITALY	Can't come as has another commitment
Angela Capati-Caruso	UNDESA	USA	ITALY	
Angelica Ospina or Alicia Richero or Ben Pettrazini	ICA/IDRC	CANADA	COLOMBIA	Unfortunately the ICA has an internal meeting at the same time.
Armelle Chatellier	OECS	ST LUCIE	SENEGAL	Can't come
Claude Maingé	EUROPEAN UNION	HAÏTI	MARTINIQUE	To be confirmed
Claudy Alie	INTERREG	GUADELOUPE		To be confirmed
Daniel Prado	UNION LATINE	FRANCE	ARGENTINA	Confirmed
Danielle Bouhajeb	AIF	FRANCE	QUEBEC	Confirmed
Devindra Ramnarine	COMMONWEALTH	TRINIDAD		To be confirmed
Didier Oillo	AUF	FRANCE		To be confirmed
Emile Tanawa	AUF	HAITI		To be confirmed
Harry de Backer	EUROPEAN UNION	BELGIUM	CAMEROON	Confirmed
Jean Pierre Bacot	CR GUYANE	GUYANE		To be confirmed
Jennifer Britton	CARICOM	JAMAICA		Confirmed
Juan Belt	BID/USAID	USA		
Marie Percival	CARIFORO	GUYANA		
Michèle Gibson or Yuri Chakall	CIDA	USA		

Paula Mohamed	UNDP	BARBADE		
Pietro Sicuro	AIF	FRANCE	QUEBEC	Confirmed
Raul Zambrano	UNDP	USA		
Raymond Noël	UNDP	HAITI		Can't come
Ruben Sillié	AEC	TRINIDAD		Can't come
Sandra John	ECLAC	TRINIDAD		Confirmed
Sheila Donovan	OAS	USA		
Taryn Lesser	ACS	TRINIDAD		To be confirmed
Thomas Gittens	UNDP	USA		
Vaughan Lewis	UWI	St. Lucia	Trinidad	Confirmed

The list of persons coming from civil society is as follows:

NOMBRE	INSTITUCIÓN	PAÍS	PAÍS 2	
Alvaro Blanco	FUNREDES	DOMINICAN REPUBLIC	SPAIN	TR TEAM
Arnaldo Coro	Escuela periodismo	CUBA		PB VISA
Ayodele Hippolyte	INTERPRETERS C1	JAMAICA	UK	
Carine Malfait	INTERPRETERS C1	BELGIUM		TR TEAM
Chanzo Greenidge	DiasporaTIC	JAMAICA		
Cristian Matias	SEECYT	DOMINICAN REPUBLIC		
Cristina Nogués	ACCESO	COSTA RICA	SPAIN	Facilitator
Daniel Pimienta	FUNREDES	DOMINICAN REPUBLIC	FRANCE	Coordinator 1
Deirdre Williams	SALCC	ST LUCIA	UK	TR TEAM
Errol Hewitt	CONSULTANT	JAMAICA		
Esteban Dominguez	ALIANZA ONG	DOMINICAN REPUBLIC		TR TEAM
Gaetan Inimod	IKOGNITIV	GUYANE	MARTINIQUE	
Gemma Daniel	INTERPRETERS C1	ST LUCIE		
Inmaculada Madera	APEC	DOMINICAN REPUBLIC		
Jacqueline Morris		TRINIDAD		
Karole Gilzome	GENS DE LA CARAÏBE	FRANCE	MARTINIQUE	
Margarita Jiménez	FUNREDES	DOMINICAN REPUBLIC		Logistic Responsible
Maria de Lourdes	UAGM	PUERTO RICO		
Mustapha Touré		BELIZE		
Nehemiah Souverain	FUNREDES	DOMINICAN REPUBLIC	HAITI	TR TEAM

Nicolas Cahen	VOLENS	DOMINICAN REPUBLIC	BELGIUM	TR TEAM
Norman Girvan	UWI	JAMAICA		
Olivier Moreau	RIVelo	MARTINIQUE		
Pierre Gotson	Medialternatif	HAITI		
Ramon Rodriguez	FUNREDES	DOMINICAN REPUBLIC		
Reina Raveles	EDUCONS	SURINAM		
Roderick Sanatan	UWI	TRINIDAD		
Rose-Lourde Elysée	INTERPRETERS C1	HAITI		
Saskia karina Núñez Báez	INTERPRETERS C1	DOMINICAN REPUBLIC		
Schiller Jean Baptiste	REHRED	HAÏTI		
Cheila valera	FLACSO	DOMINICAN REPUBLIC		
Taran Rampersad	KNOWPROSE	TRINIDAD		
Thomas James	CONSULTANT	CANADA	DOMINICA	
Valérie Gordon	RDD	JAMAICA		TR TEAM
Vicky Apolinario	FONDATION TAIGUEY	DOMINICAN REPUBLIC		TR TEAM
Vidyaratha Kissoon	RDS	GUYANA		TR TEAM
Yacine Khelladi	FONDATION TAIGUEY	DOMINICAN REPUBLIC		TR TEAM

The statistical data for the civil society group are:

	REAL	PLANNED		
INTERNATIONAL PARTICIPANTS		19	20	
NATIONAL PARTICIPANTS		6	5	OK
WORK TEAM		7	6	OK
INTERPRETERS C1		5	4	OK
INSTITUTIONALS		10	10	
INTERPRETERS		4	4	
MEN		20		
WOMEN		18	NEW	13
FR		11		
SP		12		
EN		14		
OT		1		
DIASPORA		10		
DIASPORA CARIBE		4		

MEETING AGENDA

GENERAL OUTLINE OF THE MEETING

Day 1 AM: CONTEXT

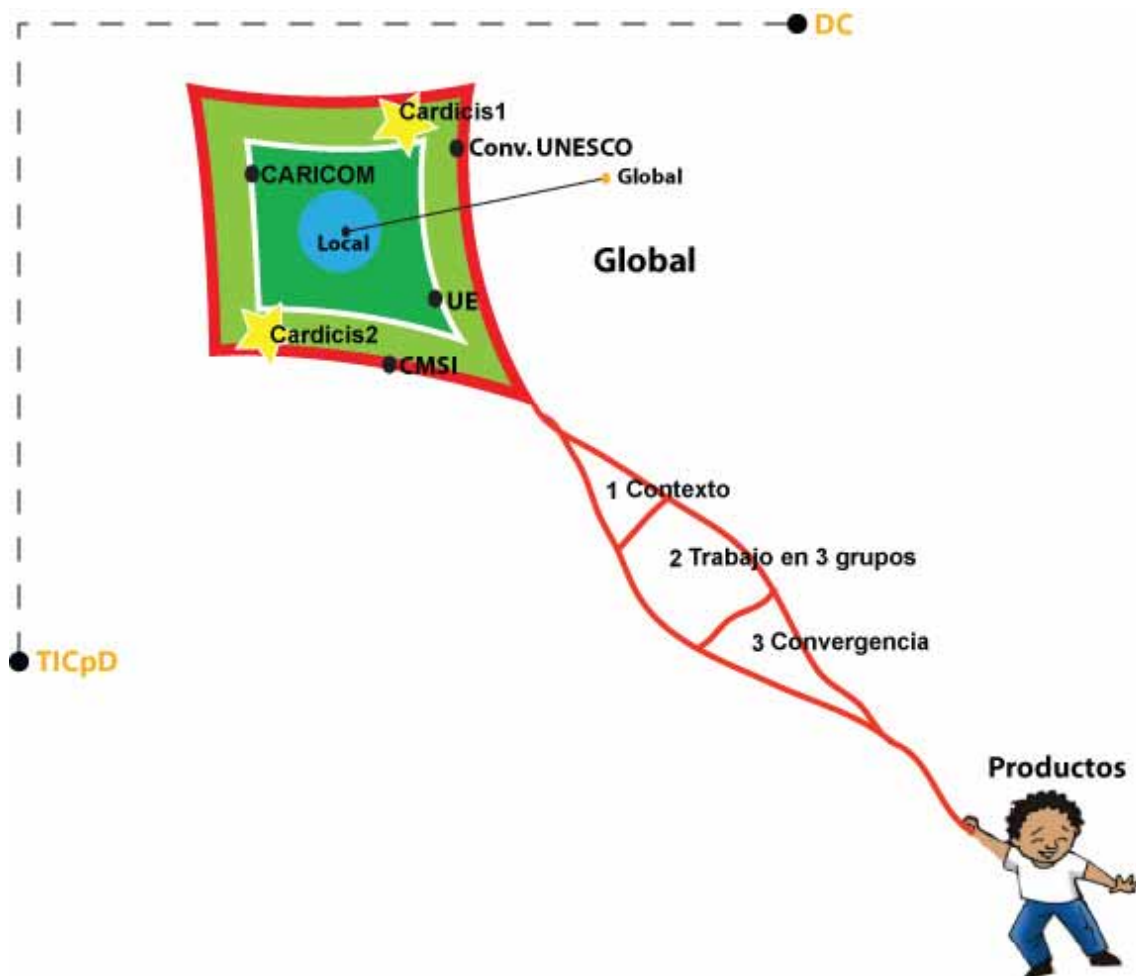
Day 1 PM: ARTICULATION + 3 GROUPS

Day 2 AM+PM: 3 GROUPS

Day 3 AM: REPORTS OF THE 3 GROUPS + CONSOLIDATION

Day 3 PM: PRODUCTS AND CONCLUSION

The general plan for the 3 day workshop can be expressed through the picture of a kite (chichigua in the words of Dominicans) an object which in various ways symbolises the spirit of the meeting (unity of identity in the Caribbean across a diversity of shapes and styles, crosser of frontiers, to grow and to be free, a true communion among the participants).



DETAILED PROGRAMME

DAY 0: 4/12

The persons invited are expected to arrive at the hotel on 4th December. During the dinner there will be a general introduction and welcome for the participants; there will be a space reserved in the Buffet restaurant for the people who arrive to assemble for the dinner hour.

DAY 1: 5/12

9h

THE MEETING

Welcome and housekeeping matters (5 min) Margarita Jiménez
Goals/Methodology/Agenda (15 min) Cristina Nogues
Outcomes of the first meeting (25 min) Daniel Pimienta
(TOTAL 60 min)

Assimilation/recording/adaption of the results of the first meeting (15 min)
There will be a group-forming activity which is also a game that will involve all the people who participated in the first meeting.

10h

GLOBAL CONTEXT ICT4D + CD

UNESCO convention CD + CRIS (10 min) DWor DPra
WSIS (10 min) Daniel Pimienta, Jacqueline Morris
Roderick Sanatan

Assimilate the global context (15 min)
An activity to connect the convention on cultural diversity with the issues of ICT4D and to give it a specific meaning in that context. (Deirdre Williams)
(TOTAL 35 min)

10h35 – 10h45 BREAK

10h45

REGIONAL CONTEXT OF CD

Caribbean Integration Plans (15 mn) Vaughan Lewis
Esquema integración conexos (10mn) Roderick Sanatan
Caribbean and the CD convention (5 mn) Deirdre Williams

Assimilate/understand the regional context (20 min)
A group activity considering a plan for the future.
(TOTAL 50 min)

11h35

REGIONAL CONTEXT ICT4D

EU (5 min) Harry De-Backer
Interreg & other mechanisms of DFA (5 min) Claudy Alie, Jean Pierre Bacot
Commonwealth (5 min) Devinda Ramnarine

Francofonie	(5 min) Pietro Sicuro, Didier Oillo
Relaxation exercise	(5 min)
Meeting of Diaspora ICA	(5 min) Chanzo Greenidge
Caribbean and WSIS	(5 min) Jacqueline Morris
E.LAC	(5 min) Sandra John
CIVIC	(5 min) Vidyaratha Kissoon
CARISNET	(5 min) Valerie Gordon

Relaxation exercise (5 min)

Summary of projects underway and planned (5 min) Yacine Khelladi
 Assimilate the regional context of ICT4D (10 min)
 Planning exercise of institutional actors and projects
 (TOTAL 70 min)

12h45 – 13h15

Integration and articulation of the input from the morning (30 min)
 Before going for lunch an attempt to refresh the mind and the memory.
 The interpreters C1 put “ingenuous” questions from the civil society point of view to the floor and allow the people who have listened all morning to respond.

13h15 – 14h30 LUNCH

INFORMATION FOR ARTICULATION

Application of CD for ICT4D in the Caribbean (5 min) Deirdre Williams
 CARICOM and ICT (10 min) Jennifer Britton
 Multisectorial processes in the Caribbean (5 min) ??
 CIVIC statistics (5 min) Ramón Rodríguez
 Result CARDICIS questionnaire (30 min) Daniel Pimienta
 (TOTAL 60 min)

15h30 – 15h45

Relaxation exercise and start of the division into groups (15 min)

15h45 – 16h BREAK

16h – 18h BEGIN THE PROCESS OF REFLECTION IN 3 GROUPS

18h-19h : VIDEO OF THE DOMINICAN REPUBLIC

Proposal: Video account of “the unique fisherwoman of Las Terrenas” and about “the Haitises”, in the Dominican Republic by Patrick Sardi.

DINNER IN THE HOTEL

DAY2: 6/12

9h – 10h

PLENARY: Summary of the work in groups from the day before.

10h – 13h15: PROCESS OF REFLECTION IN 3 GROUPS

13h15 – 14h30 LUNCH

14h30 – 17h: PROCESS OF REFLECTION IN 3 GROUPS

17h-18h: PLENARY: Summary of the day's work in groups.

18h30: LEAVE FOR ITLA

Leave for the Technology Institute of the Americas (<http://itla.edu.do>)

19h00: PUBLIC EVENT

Public event ITLA/FUNREDES Series *Sharing knowledge in Society* on the theme “Cultural Diversity”, and then a dialogue/debate with the people present.

20h:15: DINNER AWAY FROM THE HOTEL

Dinner in the fish and seafood restaurant “Mar y Tierra” (sea and land) opposite ITLA.

DAY3: 7/12

9h – 11h:

PROCESS OF REFLECTION IN 3 GROUPS: SUMMARY AND CONCLUSIONS

11h – 11h15 BREAK

11h15 – 13h15:

PRESENTATION OF THE CONCLUSIONS OF THE GROUPS (20 min each group + 20 min discussion)

13h15 – 14h30: LUNCH

14h30 – 17h:

INTEGRATION OF CONCLUSIONS AND PREPARATION OF REPORTS (WITH A BREAK IN THE MIDDLE)

17h-18h: CONCLUSION – EVALUATION

PROCESS OF REFLECTION IN 3 GROUPS

A decision is needed as to whether the division into groups is made on these criteria:

- 1 group institutional (10 pers.)
- 1 group civil society more oriented to ICT4D (see C1 in table of participants, 14 persons)
- 1 group civil society more oriented to CD (12 persons)

Or whether there will be 3 parallel mixed groups

The questionnaire will support the decision.

MAJOR THEMES

- 1) CD in ICT4D projects (challenges and opportunities, strategies)
- 2) Integration of the Caribbean through ICT4D (advantages, disadvantages, obstacles and methods)
- 3) Role of the IO in this context (multisectorial, CD, new forms of governance)

TOPICS FOR REFLECTION

Process of integration from the perspective of CD
 Process of integration from the perspective of ICT4D
 ICT4D projects in progress from the perspective of CD
 Role of the diaspora in ICT4D
 Prospects for ICT4D
 Role and articulation of CIVIC

DESIRED RESULTS

GENERIC

Recommendations and action plans for the follow-up to CARDICIS

Recommendations and action plans to rebalance CIVIC in terms of languages and culture.

Recommendations to CARICOM and the EU for future projects.

General recommendations for IO that work in the region in ICT4D

SPECIFIC (examples)

- To prepare for a second meeting to re-launch CIVIC to be held (ideally) in Haiti next year, for which there is need to obtain the commitment of the agencies present;

- To influence the agenda of ICT projects that are on hold to begin (especially those of the EU) and to reinforce the idea of a large project for CIVIC as was suggested in the Diaspora meeting held at ICA/Ottawa.

ORGANISATION

WORK AGENDA

S-1: 12/12 - 17/12

S0: 5/12 - 8/12

S1: 28/11 - 2/12

Final administrative and technical reports.

Meeting

Delivery of all the documents for the meeting on 28th, including the report on the questionnaire.

S2: 21/11 - 25/11	Analyse the responses to the questionnaire and the feed back on the methodology.
S3: 14/11 - 18/11	DP in WSIS Tunis
S4: 7/11 - 11/11	Launching of the questionnaire – First draft of the methodology
S5: 31/10 - 4/11	Invitations and plane tickets – first draft of the questionnaire
S6: 24/10 - 28/10	DP Cayenne UCAR –
S7: 17/10 - 21/10	Start – acceptances – working docs. – announcements – invitations.

WORK TEAMS

-Co-ordination team:

Responsible: Daniel Pimienta

Support: Margarita Jiménez, Cristina Nogues + whole team

Web interface: Álvaro Blanco

Technical interface: Álvaro Blanco

- Methodology team:

Responsible/interface: Daniel Pimienta

Support: Cristina Nogues, Margarita Jiménez + whole team

- Logistics team (participants + meeting)

Responsible: Margarita Jiménez

Interface participants/hotel: Margarita Jiménez

Interface facilitation: Nicolás Cahen

Support: Nehemiah Souverain , Álvaro Blanco

- Facilitation team

Responsible : Cristina Nogues

Support: Nicolás Cahen, Esteban Domínguez, Daniel Prado, Álvaro Blanco

Language interface: Nicolás Cahen

Group facilitators: Nicolás Cahen, Yacine Khelladi, Daniel Prado, Carine Malfait, Claude Maingé

- Web team

Responsible: Ramón Rodríguez

Support: Álvaro Blanco, Nicolás Cahen

- Technical team

Responsible : Ramón Rodríguez

Support: Álvaro Blanco, Nicolás Cahen

- Languages team –translation before and after

Responsible: Deirdre Williams/ Margarita Jiménez

Support: Professionals in DR and St. Lucia

- Languages team – translation during the meeting

Responsible: Carine Malfait

Support: Interpreters Cardicis1, Daniel Prado, Esteban Domínguez, Nicolás Cahen

- Systematicization team (to be defined)

Responsible:

Support:

- Time management team (to be defined)

Responsible:

Support:

- **CARISNET project:** Yacine, Valerie y Vidya.

ARTICULATION WITH OTHER ACTIVITIES OF CARDICIS 2

This second meeting needs, for its preparation, the input of the evaluation of the impact of 1st Cardicis meeting. For this evaluation consultation via questionnaire of the members of the CV with the objective, among others, to identify in which direction we wish to go and what our participation in this Cardicis space brings us in personal and professional terms. The response to this questionnaire is an obligation for the people invited.

LANGUAGES OF THE MEETING

the official languages of the meeting are Spanish, French and English.⁸. There will be translation of all documents to these 3 languages and interpretation to these 3 languages.

The interpreters will work for the 3 days. They will stay in the same hotel, sharing with the group and their invited colleagues. There will be no simultaneous interpretation in the work groups; only in the plenary sessions. In the work groups there will be the option to use the interpreters with "chuchotage" (whispering).

	9am -10am	10am – 11am	11am-4pm	4pm – 5pm	5pm - 6pm
5/11	PLENARY	PLENARY	PLENARY	GROUPS	GROUPS
6/11	PLENARY	GROUPS	GROUPS	GROUPS	PLENARY
7/11	GROUPS	GROUPS	PLENARY	PLENARY	PLENARY

FACILITATION

The general facilitation of the meeting is fundamentally for:

- leading the meeting and to guarantee understanding of the work method
- monitoring the work groups
- if it is necessary negotiating the results in order to arrive at the broadest consensus

LOGISTICS OF THE MEETING

We have:

⁸Sadly for reasons of organization and budget we are not able to offer Creole and Dutch

- a permanent plenary room for 50 people (Iguana Hall), from the 5 to the 7 of December. The plenary room will have a "cibercafe" and wireless and will be the assembly area for the ICT4D group.
- two VIP rooms: afternoon of the 5, all day of the 6, and the morning of the 7, (maximum capacity of 20 people) for CD and Institutional groups.

EQUIPMENT

- An LCD projector in the plenary room. The groups will work without a projector, but will have to prepare their results, to share in the plenary session, in Power Point. Funredes will take to its own projector, as a fast answer in case of necessity, and will place it at the disposition of any work group that requires it.

- A flip chart for each group.

SOCIAL ACTIVITIES

Sunday Dec 4: Supper in the Buffet restaurant for welcome and introductions, 20:00

Monday Dec 5: At the end of the day it is proposed that from 17:30 a 18:30, in the plenary room, there will be the showing of a DVD with a review of two documentaries made in the DR: the first on the Haitises and the second about the only Dominicana fisherwoman in Las Terrenas, made by Patrick Sardi, who has been working for years in cultural projects with the perspective of regional integration in his videos.

Supper free.

Tuesday Dec 6: Leave for the Technological Institute of the Américas (ITLA) at 18:30.

- Visit the facilities of ITLA, 18:45.

- Talk on "Cultural and Linguistic Diversity on the Internet" in the series "Shared Knowledge in Society", (joint effort ITLA/FUNREDES), followed by a presentation of CARDICIS and an invitation discussion, 19:00

- Supper in the typical fish restaurant Sea and Earth, 20.15

20:15 Wednesday Dec. 7: Goodbye supper, in the Restaurant on the second floor, up the stairs, in front of the bar, after the reception, 20:00.

Since the kite (chichigua) is the symbol adopted for this meeting, each participant is asked to bring with him/her, as far as possible (but a photo or an original drawing will be able to satisfy the requirement) a kite typical of the culture of his/her country. These will be used to decorate the work rooms and they will be distributed at random at the goodbye supper.

MANAGEMENT OF DISCUSSION TIME DURING THE MEETING

In relation to the presentations as well as to the interventions from the floor, to obtain the best benefit from a workshop that brings together more than 50 people and in order to avoid information saturation, it has been decided to have communication very **oriented to summary and very controlled as to the time.**

The presentations will have to conclude **strictly in the indicated time** (or less). The people will receive a reminder when 80% of the time has passed, (for example when there is one minute left in the case of a presentation of 5 minutes) and a second warning

absolutely marks the end of the presentation. For that reason, all the speakers are asked specifically to summarise in the preparation of their presentations and not to take offense if we see ourselves having to interrupt if they exceed the assigned time.

Also, each intervention from the floor will be given only two minutes, for which reason the speaker will be given a signal, when s/he has passed a minute and thirty seconds.

Someone will be responsible to measure the time and to sound the two "strokes". All this within a spirit of friendship and good humor, with clear collective consensus that if democracy is the sharing of limited resources with justice and balance, the first resource that requires of our attention and consideration is: Time.

For the same reason, punctuality is requested from all participants. We emphasise that it is necessary to arrive at the scheduled times for the beginning of the sessions, at the beginning of each day and after the breaks, so that the sessions can begin at the times envisaged.

Finally, the reports of the work groups will be done by means of Power Point presentations using a limited number of slides.

ACCESS TO THE INTERNET

There will be a wireless Internet link in the plenary work room. Accessing the Internet is not prohibited during the meeting; however discreet usage is requested (not to create annoyance for the rest of the group) and moderate usage so as not to lose concentration in the process.

There will be 2 PCs with access to the Internet for the use, mainly, of the team working in relation to the meeting. However access to participants, exclusively outside the schedules of the meeting, will be allowed by previous arrangement with the technician in charge.

COORDINATION

A discussion list, CARDICIS2, has been opened through which the persons in charge of co-ordination support will communicate.

The new people are subscribed in the CARDICIS discussion list that is the connection mechanism for all the community, through which all the information relevant to the meeting is going to circulate before, during and afterwards. The information will be available in the Web site <http://cardicis.org> as it takes place and is translated to the 3 languages of the meeting