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Caribbean Planners Network (CPN)
30 June 2000
ECLAC Subregional Headquarters for the Caribbean
Port-of-Spain, Trinidad

GENERAL
LC/CAR/G.620
14 August 2000
ORIGINAL: ENGLISH

**MEETING OF THE ADVISORY COMMITTEE OF THE CARIBBEAN
PLANNERS NETWORK (CPN)**



UNITED NATIONS
ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN
Subregional Headquarters for the Caribbean
CARIBBEAN DEVELOPMENT AND COOPERATION COMMITTEE

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INTRODUCTION

Opening Remarks from Dr. Len Ishmael – Advisory Committee Chair

Dr. Ishmael welcomed the other Advisory Committee members to the meeting, apologised on behalf of those Committee members (Ms. Christine Toppin-Allahar and Dr. Michelle Mycoo) who were unable to attend. She reported that both these Committee members had met with her prior to the meeting of 30 June 2000, at which time they reviewed the website.

Dr. Ishmael stated that the Advisory Committee should continue to work on Caribbean Planners Network (CPN), ensuring that it blossoms and remains dynamic.

Dr. Ishmael noted that in the medium to long-term, it would be appropriate to address the issue of the physical location of the network. At the last planners' meeting, the University of the West Indies was proposed as an option. Dr. Ishmael emphasised that because of the nature (an electronic entity) and newness of the network, it could be housed at someone's office. She stressed the importance of continuity, and raised the issues of cost / funding and obtaining other resources necessary to sustain the network.

At the meeting with Ms. Toppin-Allahar and Dr. Mycoo, Dr. Ishmael had been invited to make a presentation on CPN and the preparatory work of the Advisory Committee, to a professional association of planners from Trinidad and Tobago. She reported that planners from Trinidad and Tobago were generally in support of CPN.

However, a few concerns were expressed, particularly about ownership of the network. During the course of her presentation, one of the T&T planners raised the issue of what would be the fate of CPN should ECLAC abandon the project. In response, Dr. Ishmael gave assurances of ECLAC's professionalism and commitment to region, stating that regardless of her presence, the work already begun would continue.

Another issue raised by the T&T planners concerned engendering enthusiasm among regional planners to ensure the sustainability and continuity of CPN. Reference was made to the dynamism of regional planners during the presence of UNCHS in the region, and when that particular agency was no longer resident in the Caribbean, a tremendous void remained.

Dr. Ishmael had also indicated to the T&T planners that in the interim, the Secretariat for the Advisory Committee of the Caribbean Planners Network would be at ECLAC, providing secretarial services for the Committee until these were determined elsewhere. The role of the Committee would be to provide guidance to the Caribbean Planners Network. She also pointed to the fact that the Network would need to begin obtaining additional funds for its activities over time, and that these sources should be diversified.

Dr. Ishmael also reminded those present that both Ms. Mycoo and Ms. Toppin-Allahar spoke of the need for planners to contribute actively to the network, shaping what it looks like, by submitting material (e.g. articles, papers, documents, etc.). In terms of co-ordinating this activity, Dr. Ishmael again reiterated the role of the Secretariat in this regard.

General Discussion following Dr. Ishmael's Remarks

Mr. Jones and Mr. Nurse raised the issue of persuading regional planning bodies to become involved in CPN, and getting them to contribute material to the website. However, the point was emphasised that CPN is essentially a network of individual planners, and as such, the endorsement and/or participation of planning societies may not be necessary.

Dr. Ishmael stated that in order to encourage regional participation in the site and receive endorsement from professional societies, the Advisory Committee must come up with an appropriate marketing strategy, to ensure that regional planners buy-in to the idea of the Network.

Dr. Ishmael also informed Committee members that at the meeting with the T&T planners, the question was raised as to whether regional governments should become involved in the CPN project. In her response, she stated that the Network was created specifically for planning professionals in the region as a tool to bring them closer together, regardless of their status (public officers or private practitioners), and regardless of their affiliation with a professional planners society at the national level.

She also emphasised that planners should be able to go the website and get information on the activities of their peers and counterparts in other countries in the region.

Mr. Nurse pointed to the fact that a special public relations initiative to the Society of Planners from Barbados and Jamaica must be executed to sell the idea of CPN as a forum for Caribbean planners, and encourage their participation in the project. He argued that the planners themselves could / should be vehicles by which the Network is promoted, and that the most dynamic planners in regional societies could be co-opted to be part of the PR drive. He suggested the compilation of a comprehensive list of planning professionals in the region.

PRESENTATION OF WEBSITE... WWW.CPN.NET

Ms. Jessie-May Ventour, Research Assistant, presented the website to the Advisory Committee, with the assistance of Mr. Dale Alexander, Computer Information Systems Assistant.

Ms. Ventour began by explaining that this presentation of the website contained very basic information and that more input was required by the planners themselves in order to enhance it further, in that regard.

Dr. Ishmael indicated to those present that the Committee needed to decide upon a possible logo for the Network, and a design for the homepage. She noted that during her meeting with Committee members Dr. Mycoo and Ms. Toppin-Allahar, one suggestion was using a map of the region to form the backdrop for the first page, with a graphic resembling a net or a spider-web to represent the idea of a network.

Mr. Alexander suggested that the Committee might need to consider hiring a graphic artist to help design a logo for CPN to be used on the website.

With regard to the target user-group of the website, Dr. Ishmael stated that in addition to planning professionals in the region, academics, architects, planning students and environmental organisations affiliated with planners, might be interested in utilising the resources at the website. She added further that targeting other planners on the international scene might be useful.

Ms. Ventour proceeded to lead the Committee members through various elements of the website, both on-screen and via a 'hard-copy' printed version of the website pages.

WEBSITE PAGES	INFORMATION ELEMENTS	COMMITTEE COMMENTS
Opening Page	Link to the Home Page.	Not serious enough
Home page	<p>Links to the other main areas of the website: Resources, Discussions, Meetings, Contents, Search, and Feedback.</p> <p>Background information on how CPN came to be created, with a hyperlink to a listing of the participants of the first meeting in December 1999.</p> <p>A Mission Statement (which needs to be changed / refined by the Advisory Committee) for CPN.</p> <p>"About Us" explains that CPN is an electronic body managed by an Advisory Committee, whose membership is detailed. The site is hosted by ECLAC supervising the Caribbean Planners Network.</p>	<p>Too serious / unexciting with too much text. More graphics should be used to increase its appeal.</p> <p>Reduce the amount of text user has to go through by breaking up the different elements (About Us, Mission Statement, Introduction, etc.) into separate pages, using hyperlinks to move between the elements.</p> <p>Reorganise the way information is set out on the page by using columns and menu bars on either side of the main text.</p>

WEBSITE PAGES	INFORMATION ELEMENTS	COMMITTEE COMMENTS
Table of Contents	Lists and provides links to all the sections and pages in the website.	The Committee will decide on the order of the different pages in the website.
Resources	<p>Provides links to the different sections in this area of the website, namely Library, Legal Digests, Contacts, and Other Resources.</p> <p>Also has hyperlinks to other sections of the website, namely Discussions, Meetings, Home, Feedback, Contents, and Search.</p>	
1. Library	<p>This page is still under construction. However, it will provide links to the newsletter, general documents (full text) for perusal, and listings and / or abstracts of documents with highly sensitive material.</p> <p>All material to be posted at this section of the website will comprise contributions from planners (whether Advisory Committee or general user).</p>	

WEBSITE PAGES	INFORMATION ELEMENTS	COMMITTEE COMMENTS
<p>2. Legal Digests</p>	<p>Users receive an introduction explaining why this section was created, contact information for the Legal Advisor who provided the digests, and an invitation to submit their own cases for digest and addition to the database, or to query the material in this section.</p> <p>Page contains links to digests of all cases posted to the site, namely cases affected by planning law. Cases are organised alphabetically in two pages: A-M and N-Z. On each page, the letters of the alphabet are listed, with hyperlinks on each letter, which takes the user directly to a specific case, or the general area where the case may be found (depending on the number of entries).</p>	<p>A search function should also be added to the main page, using either case titles e.g. Ebanks, Attorney General, etc.; or keywords e.g. breach, St. Lucia, enforcement, etc.</p> <p><i>[This would require a search and database application, with each case / record as a separate entry. However, searches will be slower. The basic search function would be much better until the need arises for a database to be created.]</i></p> <p>Classify cases according to themes and sub-themes.</p> <p><i>[The pages would be more difficult to manage with a database arranged according to words or type, or reflecting sub-themes. However, this could be implemented at a later date, as more cases are added to the site.]</i></p> <p>Include additional legal information, such as acquisition cases; judicial reviews of physical development plans with comments, along with the actual documentation; regional land law / legislation (either full text or a listing of titles)</p>

WEBSITE PAGES	INFORMATION ELEMENTS	COMMITTEE COMMENTS
3. Contacts	<p>This page invites the user to utilise the resources on the site, and invites them to become a 'member' of CPN by filling out a membership form.</p> <p>The listing of contacts at this section of the site is divided into four categories: Agencies, Societies, Government, and Professionals, with hyperlinks taking the user to separate pages under these headings. For example:</p> <ol style="list-style-type: none"> 1. The Professionals page provides contact information for the participants at the first planners meeting in December 1999. 2. The Agencies page is still under construction, but will provide contact information for all agencies operating in the region, which deal with planning issues. 3. The Societies page is still under construction, but will provide contact information for all societies and associations of professionals operating in the planning discipline (apart from planners). 4. The Government page is still under construction, but will provide contact information for all public sector planning departments / ministries in every country of the region. 	<p>The Advisory Committee will decide on the type of information to include in this section of the website.</p>
1. Links to other resources	<p>This page contains links to a few planning resources on the Internet (found using a HOTBOT search with keywords 'land use and development planning').</p> <p>Also includes links to the UNCHS site, RTPI, Habitat Agenda, etc.</p>	<p>More links should be added.</p> <p>Links must be easily accessed.</p>

WEBSITE PAGES	INFORMATION ELEMENTS	COMMITTEE COMMENTS
Discussion Forums	<p>Contains hyperlinks to the pages created for both public and private discussion groups.</p> <p>The main page welcomes users and invites them to either register as a new member, or sign should they have already registered.</p> <p>The Open Forum was created for general users, and contains hyperlinks to specific discussion areas e.g. Current Planning Environment.</p> <p>The Private Forum was created for members of the Advisory Committee and regional Ministers of Planning. Users are invited to sign their 'username', 'password' and 'email address' for verification, in order to enter these discussion areas.</p>	<p>More work needs to be carried out to ensure security issues are not compromised.</p> <p>Members of the Advisory Committee should use these to share their feelings about the website, i.e. its configuration, look, 'feel', user-friendliness, etc.</p>
Meetings	<p>This page is still under construction. However, it will provide links to pages created for the following:</p> <ol style="list-style-type: none"> 1. Timetable... of past and upcoming meetings (real and online) of 'members' of CPN; 2. Publications... all documents concerning meetings of CPN, including meeting reports and minutes. 	
Feedback	<p>A form that invites the user to submit their comments on the website, its content and resources.</p> <p>The user must include contact information to facilitate further follow-up on comments or queries.</p>	
Search	<p>A general search function that allows the user to search the entire site for all pages relating to a specific keyword query.</p>	

Discussion following presentation of website

Guidelines for the submission of material to the website

The main guidelines for the submission of documents to the website are as follows:

1. Documents sent electronically must have both an abstract and specified key words. For consultants' reports, an abstract and contact information for the consultant must be included. Authors must denote the status of their documents, whether confidential, restricted or general. Confidential documents will have their titles listed only, along with contact information for the author.
2. Among document resources to be posted at the site is a list of publications / documents relating to development planning guidelines, legislation, etc., which can be accessed in other jurisdictions or from other sites.

However, the Advisory Committee and the Librarian are to decide on the following additional guidelines:

1. The length and size of documents to facilitate easy uploading to the site.
2. Librarian to specify categories of documents to go online, as well as draft specific guidelines for the posting of documents at the site. These guidelines are to be vetted by the Advisory Committee.
3. Legal Advisor to identify copyright issues which may impact upon posting of documents at the websites.

Main Changes and Recommendations

Committee members requested that the font typeface used in the website to Times New Roman, to give it a more serious-looking appearance. In addition, it was felt that the entire look of the site needed to be reconfigured, and that the way information is set out on the page should be reorganise by using a frames format and /or columns and menu bars on either side of the main text.

Include links and create pages to take the user to information or discussions on the different types of planning, for example, environmental planning, land use planning, urban planning, etc.

Advisory Committee members suggested that the following information be included in the Legal Digests section of the website...

- Acquisition cases
- Regional Planning Legislation e.g. the OECS Model
- Regional Environmental Legislation e.g. the Barbados Model. This might be sourced from the Law Library at the Cave Hill Campus of the University of the West Indies (UWI).

Committee members also suggested that information be posted at the website, highlighting further educational opportunities in the planning profession. This would include information on courses of study at UWI, targeting young planning professionals, as well as opportunities for internships and planning fellowships.

Action Items for follow-up

1. Committee members Lionel Nurse and Christine Toppin-Allahar (?), are to contact relevant authorities at the Law Library of the Cave Hill Campus of UWI, to obtain permission to use some of their resources at the planners' website.
2. Committee members are to review all material prepared for the website thus far, making their inputs, comments and changes, to be submitted to the Secretariat.
3. Committee members are to submit any additional documents, graphics, and photos to the Secretariat, for addition to the website for its further enhancement.
4. The Secretariat is to complete reconfiguration of the site by end-July 2000, for testing by the Advisory Committee. The website is to be launched by end-September 2000, and made available to all planners in the region.

CPN ONLINE NEWSLETTER

Editor-in-Chief of the newsletter, Mr. Ivor Jackson, presented a report to the Committee, on progress made with this project.

Mr. Jackson began by apologising for not having made much progress on the newsletter project, indicating that the difficulties of his working schedule had prevented him from doing so.

However, he reported that he had developed several ideas and concepts which could be incorporated into the newsletter, and for which he wanted the opinion and agreement of the other Committee members. These are summarised as follows...

Concept and Approach

Mr. Jackson noted that at the ad hoc meeting of planners in January 2000, participants identified two approaches for some medium to give expression to the concerns of planning within the region, namely:

1. A journal primarily to serve the planning and/or intellectual community;
2. A newsletter, serving a wider readership.

He recommended that the Committee consider a newsletter that fulfils both requirements.

Mr. Jackson felt strongly that a newsletter, in which every issue is developed around a critical theme, could hold the interest of planners, the wider professional community, educators, politicians, government administrators and other publics. Themes would be selected on the basis of relevance to the planning profession and in consideration of expressed criteria, e.g.:

- Inherent to the theme are issues of regional importance, significance or concern; that is, it should be able to draw and maintain the interest of a wide range of stakeholders and interest groups across the region;
- Issues should lend themselves readily to analysis and debate in which various publics would feel free to participate;
- Solutions to issues presented and discussed should have the potential to draw on the resources and involvement of decision makers, planning practitioners, educators, legal analysts, students, the business community and community organizations;
- Theme articles should be analytical, and seek to address issues requiring policy and administrative interventions, and to create desired change. They should not be equivalent to published papers, i.e. should not be academic.

Mr. Jackson suggested that for the first issue, a possible theme could be *Urbanization*. Urban trends would provide a rich source of issues, problems, innovations, opportunities and constraints to start. Among the many urbanisation-related issues facing the region are:

- Institutional: technical and administrative capacity to plan, design, engineer the growth of urban settlements;
- The role of the Development Corporation in urban planning, e.g. the Urban Committee in Barbados, the Urban Development Corporation in St. Lucia;
- Political administration for urban areas;

- Research and GIS capabilities for dealing with rapid urbanization, i.e. what additional data is required to assist planners in dealing with these problems;
- Provision and use of public, common, open and green spaces in urban areas;
- Effects of cruise tourism;
- Effects and impacts of cruise tourism and emerging resort towns;
- Urban sanitation and environmental issues;
- Traffic congestion and infrastructure development.

Mr. Jackson suggested the following themes for future editions of the newsletter:

- Settlements – (Looking forward to Habitat 5)
- Emergency and Disaster Preparedness Strategies
- Tourism Planning (Attractions and Product Development)
- Planning for National Parks
- Water production and distribution
- Access to coastal resources
- Tourism and land ownership issues

Newsletter Contents

- Editorial (*introduction of theme and brief overview of issues*)
- Letters to Editor (*including letters in response to theme articles of previous issue*)
- Theme Articles (*a selection of articles addressing issues related to theme*)
- Regular Features
 1. Technology (*computer hard and soft ware; environmental products; construction technologies*)
 2. Planners in Practice (*sharing lessons of experience and stories of interest*)
 3. Environmental Watch (*keeping track of environmental issues relevant to planning*)
 4. Education and Training (*tracking education and training opportunities for Caribbean planners, regional and non regional*)
 5. Calendar of events

Guidelines for Theme-based Articles

1. Concise and clearly written
2. Discussion of perceived problems facing the region
3. Analysis and evaluation of the real issues
4. Constraints and opportunities towards solutions, e.g.
 - Socio-cultural
 - Economic
 - Financial and budgetary
 - Data and information management
 - Other
5. Suggested actions and recommendations for resolving issues

6. Identification of the responsibilities of the actors required to take action to resolve issues, namely Planners, Decision makers and policy makers, and Developers
7. Maximum number of words is 1,000 or 3-5 pages of text

Action Items for Follow-up

1. The newsletter, as well as the CPN website, is to be launched on World Habitat Day in October 2000. The theme of the first edition of the newsletter is "Settlements", to reflect the upcoming World Habitat Day and the Habitat V process.
2. Committee members Lionel Nurse and Allan Jones are to identify the issues to be addressed in this theme. The following ideas for articles have been submitted for the first edition of the newsletter:
 - the informal sector and squatter settlements (Dr. Ishmael);
 - disaster mitigation in settlements, with regard to site selection, infra-structure design and other location issues (Lionel Nurse);
 - governance and security of tenure in relation to an administration's capability to upgrade settlements (Allan Jones);
 - Trinidad & Tobago's implementation of and preparation for the Habitat V process;
 - information technology for analysis of settlements, i.e. ECLAC's REDATAM demographics software (ECLAC).
3. The following ideas for articles have been submitted for future editions of the newsletter:
 - a review of ECLAC's regional training workshop in macro-economic assessments of disasters in Caribbean countries, with a focus on the impact on social aspects and livelihoods (ECLAC);
 - insurance coverage of general housing and settlements in the Caribbean (ECLAC).
4. Committee member, Ivor Jackson, is to draft a letter to regional planners, introducing the CPN newsletter (and himself, as its Editor-in-chief). This letter is to be dispatched by the Secretariat.
5. This introductory letter will invite planners to submit material for inclusion in the newsletter, based on the respective themes identified for exploration. It will also invite regional planners to submit information on their respective country activities concerning Habitat V, whether as articles or info-bits for a calendar of events.
6. Committee member, Allan Jones, and members of his staff (at the Barbados Ministry of Housing & Settlement) are to prepare material for submission to the newsletter, concerning Barbados' activities for Habitat V.

“THE WAY FORWARD” FOR THE CPN WEBSITE

1. The Secretariat is to prepare a Press Release informing of the launch of the CPN website and newsletter in October 2000, which will be dispatched by Advisory Committee members in their respective jurisdictions.
2. Committee member, Lionel Nurse, (formerly an Honorary Member and now the Committee’s Public Relations Officer), is to draft a letter to regional planners, introducing them to the electronic planners network – CPN. This letter is to be dispatched by the Secretariat. Its content will be as follows:
 - The importance of and rationale for creating the forum for regional planners, namely the marginalisation of the planning process and profession in some Caribbean jurisdictions. It must also emphasise the fact that this e-network is designed for individual planning professionals in the region, and not necessarily planning societies, and that it does not seek to replace regional planning societies and associations.
 - An overview as to how the network was conceptualised (i.e. the initial meeting in December 1999 at ECLAC/CDCC headquarters; the formation of an Advisory Committee in January 2000; ECLAC’s continued support and assistance for the entity until such time as when regional planners take up the mantle). It would also be emphasised that although ECLAC Director, Dr. Len Ishmael is currently the Chair of the Advisory Committee and the key contact person for CPN, she is holding this portfolio because she is a planner by profession, and not because she is the Director of the host agency.
 - The upcoming launch of the website and its newsletter on World Habitat Day in October 2000, as well as an overall invitation to planners to enhance the dynamism of the website, by reviewing its content and configuration between August and mid-September 2000. This would ensure that their comments and recommendations are factored in, before the launch on World Habitat Day in October 2000.
 - A special invitation to write articles for the newsletter, as well as submit any papers and/or research (for the Online Documents section) which they would like to share with other professionals in the region.
 - A reminder to planners concerning the preparation of national position papers on the implementation of the Habitat V process in their respective jurisdictions.
3. A follow-up meeting for the Advisory Committee will be held between October and November 2000 (date to be fixed). Following the Advisory Committee’s meeting, a general meeting of regional planners (possibly all the participants from the first meeting in December 1999) is also scheduled to take place during this time period. This meeting is expected to focus on settlement issues in the region, with a view to getting a consensus paper for the Istanbul+5 Meeting. Dr. Ishmael will attempt to source financial support for this meeting from ECLAC Santiago, as well as from the Caribbean Development Bank (CDB) and the United Nations Conference on Housing & Settlements (UNCHS).

ANNEX 1:

ACTION ITEMS FOR FOLLOW-UP

PRESENTATION OF WEBSITE

1. Committee members Lionel Nurse and Christine Toppin-Allahar, are to contact relevant authorities at the Law Library of the Cave Hill Campus of UWI, to obtain permission to use some of their resources at the planners' website.
2. Committee members are to review all material prepared for the website thus far, making their inputs, comments and changes, to be submitted to the Secretariat.
3. Committee members are to submit any additional documents, graphics, and photos to the Secretariat, for addition to the website for its further enhancement.
4. The Secretariat is to complete reconfiguration of the site by end-July 2000, for testing by the Advisory Committee. The website is to be launched by end-September 2000, and made available to all planners in the region.

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 - a review of ECLAC's regional training workshop in macro-economic assessments of disasters in Caribbean countries, with a focus on the impact on social aspects and livelihoods (ECLAC);
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4. Committee member, Ivor Jackson, is to draft a letter to regional planners, introducing the CPN newsletter (and himself, as its Editor-in-chief). This letter is to be dispatched by the Secretariat.

5. This introductory letter will invite planners to submit material for inclusion in the newsletter, based on the respective themes identified for exploration. It will also invite regional planners to submit information on their respective country activities concerning Habitat V, whether as articles or info-bits for a calendar of events.
6. Committee member, Allan Jones, and members of his staff (at the Barbados Ministry of Housing & Settlement) are to prepare material for submission to the newsletter, concerning Barbados' activities for Habitat V.

OTHER

The Secretariat is to prepare a Press Release informing of the launch of the CPN website and newsletter in October 2000, which will be dispatched by Advisory Committee members in their respective jurisdictions.

Committee member, Lionel Nurse, (formerly an Honorary Member and now the Committee's Public Relations Officer), is to draft a letter to regional planners, introducing them to the electronic planners network – CPN. This letter is to be dispatched by the Secretariat. Its content will be as follows:

- The importance of and rationale for creating the forum for regional planners, namely the marginalisation of the planning process and profession in some Caribbean jurisdictions. It must also emphasise the fact that this e-network is designed for individual planning professionals in the region, and not necessarily planning societies, and that it does not seek to replace regional planning societies and associations.
- An overview as to how the network was conceptualised (i.e. the initial meeting in December 1999 at ECLAC/CDCC headquarters; the formation of an Advisory Committee in January 2000; ECLAC's continued support and assistance for the entity until such time as when regional planners take up the mantle). It would also be emphasised that although ECLAC Director, Dr. Len Ishmael is currently the Chair of the Advisory Committee and the key contact person for CPN, she is holding this portfolio because she is a planner by profession, and not because she is the Director of the host agency.
- The upcoming launch of the website and its newsletter on World Habitat Day in October 2000, as well as an overall invitation to planners to enhance the dynamism of the website, by reviewing its content and configuration between August and mid-September 2000. This would ensure that their comments and recommendations are factored in, before the launch on World Habitat Day in October 2000.
- A special invitation to write articles for the newsletter, as well as submit any papers and/or research (for the Online Documents section) which they would like to share with other professionals in the region.
- A reminder to planners concerning the preparation of national position papers on the implementation of the Habitat V process in their respective jurisdictions.

A follow-up meeting for the Advisory Committee will be held between October and November 2000 (date to be fixed).

ANNEX 2:

**PROVISIONAL AGENDA
ADVISORY COMMITTEE MEETING OF CARIBBEAN PLANNERS
NETWORK**

*Conference Room, ECLAC Subregional Headquarters in Port-of-Spain
Friday 30 June 2000*

1. Welcome Remarks from ECLAC Director, Dr. Len Ishmael
2. Report on items for follow-up from last meeting (28 January 2000)
3. Report on Planners' online newsletter – Ivor Jackson (Editor-in-Chief)
4. Presentation of the website **Caribbean Planners Network**
5. Discussion on the website presentation... comments, critiques, ideas for enhancement
6. Creation of Guidelines for the submission of content to the website, by the Advisory Committee
7. Review of the overall **Terms of Reference for the Advisory Committee** of the Caribbean Planners Network
8. “The Way Forward” for the Caribbean Planners Network
9. Any other business
10. Review of ACTION ITEMS arising from this meeting, and setting of a date for a follow-up meeting
11. Preparatory discussions for Istanbul+5 / Habitat Meeting
12. Closing Remarks by ECLAC Director, Dr. Len Ishmael

ANNEX 3:

**ACTION ITEMS FOR FOLLOW-UP
MEETING OF PLANNERS, JANUARY 2000**

ITEM	ACTION TO BE TAKEN	ENTITY RESPONSIBLE
<i>Website for Caribbean Network of Planners</i>	Design, create and set up the planner's website.	ECLAC
<i>Newsletter / Journal for Caribbean Network of Planners</i>	Co-ordinate and collate submissions for review by the editor-in-chief and the Committee, before being published electronically.	ECLAC / Ivor Jackson
<i>Promotion of website for Caribbean Network of Planners</i>	Public relations and promotion of the proposed electronic network to regional planning societies and associations.	Lionel Nurse
<i>Content of website</i>	Prepare guidelines for the submission to the website, of documents and publications by planners.	Advisory Committee
	Prepare digests of planning law judgements and cases for inclusion in site content.	Christine Toppin-Allahar
	Submit further planning law judgements and cases for digest.	Lionel Nurse
	Additional resources and documents by regional planning professionals.	Advisory Committee

**ANNEX 4:
MEETING PARTICIPANTS
ADVISORY COMMITTEE MEMBERS IN ATTENDANCE**

COUNTRY	NAME / PORTFOLIO	ORGANISATION	ADDRESS	PHONE	FAX	EMAIL
	Dr. Len Ishmael / Director	ECLAC Subregional Headquarters for the Caribbean	Level 3, CHIC Building, Cor. Park & Edward Streets, Port-of-Spain, Trinidad.	868-623-5595	868-627-8249	ishmael@eclacpos.org
Barbados	Allan Jones / Permanent Secretary	Ministry of Housing & Settlement	Sir Frank Walcott Building, Culloden Road, St. Michael.	246-431-7602	246-435-0174	Psmhl@caribsurf.com
Barbados	Lionel Nurse / Permanent Secretary	Ministry of Attorney General & Home Affairs	Sir Frank Walcott Building, Collymore Rock, St. Michael.	246-431-7700 246-228-8960	246-228-5433	psog@caribsurf.com lionelnurse@hotmail.com
Antigua	Ivor Jackson / Principal	Ivor Jackson & Associates	P.O. Box 1327, St. John's or Cobbs Cross	268-460-1469	268-460-1469	ijacks@candw.ag

**ANNEX 5:
PREPARATORY DISCUSSIONS FOR ISTANBUL+5 / HABITAT MEETING**

Members of the Advisory Committee were briefed on Trinidad & Tobago's activities concerning Istanbul+5 by Mr. Sat Balkaransingh, Permanent Secretary in the Ministry of Housing & Settlements.

Mr. Balkaransingh indicated to those present that the Government of Trinidad and Tobago (GOTT) was represented at the meeting in Nairobi (the first preparatory meeting) to address issues required for monitoring Istanbul+5. He reported that at this meeting, a resolution was adopted that regional bodies of Housing & Settlements be approached for assistance for Prepcom2, as well as for the final meeting in June 2001.

He noted that at these meetings, both Barbados and Trinidad & Tobago are sometimes the only Caribbean countries represented, which is disappointing, given the number of issues raised at these meetings which often impact the region.

Mr. Balkaransingh noted that for the MINURVI process, a specific Latin America and Caribbean Plan of Action was drafted, and is closely monitored. Each country is required to prepare a report on its implementation of the Istanbul Declaration. This report involves a review of the respective countries' implementation practices, as well as any problems and difficulties encountered, lessons learnt, and new approaches adopted.

He stated that the next preparatory conference for Habitat+5 is scheduled for August 2000, and is to dovetail with the MINURVI meeting in Panama, carded for October 2000.

Mr. Balkaransingh felt strongly that Ministers of Housing in the Caribbean (and perhaps Latin America?) should meet to determine the status of each country's implementation of Latin America & Caribbean Plan of Action for MINURVI, and to prepare a regional report for Habitat+5. He suggested that international agencies resident in the region should share their expertise with regional countries in the preparation of the reports for these meetings / conferences.

Advisory Committee Chair, Dr. Len Ishmael, informed those present of ECLAC's role in processes such as these. She noted that ECLAC provides a Subregional Forum for the preparation of position papers to be fed into the global agenda, thus preventing the Caribbean situation being subsumed into the overall Latin American position.

Dr. Ishmael stated that ECLAC could do the following:

- Assist in the preparation of a comprehensive regional report (similar to the one prepared for the SIDS/POA), or a discussion paper, which could be fed into the global discussion on Settlements at Habitat+5.
- ECLAC could assist with the selection of and funding for a suitable consultant who would be contracted to prepare a report detailing the Caribbean position on Settlements at Habitat+5. However, should there be no regional meeting, then the consultant's terms of reference would need to be reviewed.
- ECLAC could liaise with CARICOM to ensure that a regional consensus document is prepared. In this regard, Trinidad and Tobago has been mandated to undertake an analysis of housing legislation in the region, in preparation for the October 2000 Meeting.

Mr. Balkaransingh stated that GOTT could prepare a two-page proposal to the European Union, the IDB and other similar agencies, requesting funding for the hosting of a 'regional consensus meeting' or Preparatory Meeting. While CARICOM is unable to contribute funding, it has indicated its willingness to lend logistical support.

Mr. Balkaransingh reported that IDB and the local Housing Ministry recently signed an Aide Memoire, concerning IDB's commitment to assist with financing regional development programmes in the housing area. Should the funding be received in time, it could be used for the hosting of a 'regional consensus meeting' or Preparatory Meeting. He suggested that regional governments be sent correspondence, inviting them to send a representative to the Preparatory Meeting. However, Mr. Balkaransingh cautioned that GOTT might not be able to finance a general meeting of Housing Ministers, since it might not receive the IDB funds in time.

Several other options were also explored...

1. Hiring a consultant to prepare a background paper highlighting regional settlements issues, should it not be possible to bring together regional representatives at a regional meeting, to achieve a consensus or Caribbean position. This document can then be commented on and reviewed by member states, and following its ratification, could be fed into the MINURVI process as a paper reflecting the Caribbean position on housing issues.
2. Committee members also explored the feasibility of hosting a one-day expert group meeting. Experts would convene to do the following:
 - Review the status of implementation, to date, of the Plan of Action for the Habitat Conference.
 - Identify the challenges preventing the successful implementation of the Habitat POA.
 - Identify any new issues arising in the region since the creation of the Habitat POA.

From this meeting, an Action Paper could be prepared which would be circulated, for comment, to regional governments. The Paper could then be refined by the experts and then fed into the global conference, or be the basis of a negotiating brief to be submitted to regional Permanent Representatives at UN Headquarters in New York.

3. An alternative arrangement involves having the expert group meeting come up with the Action Paper, then inviting regional Housing Ministers to a one-day meeting to refine and / or endorse its content.

Action Items for Follow-up

1. GOTT will liaise with Barbados and inform that government of the extent of its commitment for the Preparatory Meeting. It will host a meeting of Housing Ministers to ratify the document / Action Paper coming out of the Expert Group Meeting.
2. Tentative Timetable:
 - Individual country reports are to be completed by end-July 2000.
 - The meeting of experts will take place during the first week of August 2000.
 - The meeting of regional Housing Ministers will take place in mid-September 2000. Possible dates are between 13-15 September. The Action Paper coming out of the Expert Group Meeting will be ratified at this meeting, in time for the MINURVI meeting later that month.
 - The MINURVI meeting takes place end-September 2000.
3. GOTT is to send correspondence to ECLAC indicating its willingness to assist with the hosting of the August 2000 meeting of experts, which is to take place at ECLAC/CDCC Subregional Headquarters in Port-of-Spain, Trinidad. This correspondence is to be submitted by mid-July.
4. GOTT is to also identify at least five (5) experts in the housing area from around the region, who should participate in the Expert Group Meeting.
5. GOTT is to write to regional Housing Ministers to remind them to complete their respective country reports on the implementation of the Habitat Plan of Action by end-July 2000, as well to invite them to the Ministerial meeting (following the Expert Group Meeting) to ratify the experts' Action Paper.
6. ECLAC has indicated its willingness to contribute to the process, by preparing a comprehensive document outlining the success of implementing the Habitat Plan of Action in the Caribbean (similar to their comprehensive 1997 report on the implementation of the SIDS/POA). This document will be released following the MINURVI meeting in February 2001.