The Changing Role of Planners Ad Hoc Meeting
28 January 2000
ECLAC Subregional Headquarters for the Caribbean
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PLANNERS AD HOC MEETING

Rapporteur's Report

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Session 1: A Planning Journal or a Newsletter?

Rationale

At the previous meeting of planners, held in December 1999, participants discussed the importance of creating mechanisms to encourage the cross-fertilisation of ideas among regional planners, as well as educate the public about the importance of planning. In other words, create (a) forum(s) where professionals and the public could access planning information.

Among the suggestions proposed for these mechanisms were a journal and a newsletter.

Dr. Ishmael stated that the objectives for using either format – journal or newsletter – must be clear. She cited several objectives, for example: the creation of a forum for planners in general, reviving links with regional colleagues; or as a tool to sensitise and educate the public to planning issues, and the impact of these on their daily lives; or as a forum for formal rigorous planning research in the Caribbean. She noted that a professional journal would need to be very vigorous, and encourage serious academic work and research in the profession.

One participant noted that there are many other professionals working in other disciplines which impact upon planning, and who need the type of information a planning journal or newsletter would publish. He also emphasised the importance of choosing the right medium for transmitting data on planning issues and developments. He stated that the type of public at which it is targeted would inform the type of publication eventually produced.

Participants also agreed on the need to share information, with a view to building a certain kind of competence in regional planning. One of the participants shared an experience she had had in a jurisdiction that was different from any she had known. She explained that she was forced to deal with planning situations that she had never faced before, and wished that she had been able to call upon the example or experience of another planner for those particular situations. As such, she emphasised the importantance of creating a forum whereby planners could share their working experiences.

It was felt that it was also important to forge beneficial links between politicians and planners. At the previous meeting of regional planners, it was noted that planners often had difficulty in getting across their ideas to the political directorate. Dr. Ishmael argued that if a planner has access to expert information, they could approach politicians

with confidence. Creating a forum for planners to get new ideas and information would help them interact and interface more effectively with politicians. Participants agreed that the overriding objective was to provide a forum for regional planners to share ideas and information, and stay in touch. A secondary objective was the ability to use the forum instructively – to sensitise and "educate" the various publics.

Format – Print versus Electronic

It was noted that the International Land Use Society produces a journal that is funded by the Food and Agriculture Organisation (FAO). However, producing a journal could be a costly enterprise, and funds must be sourced for publishing a journal for regional planners. The possibility of having ECLAC fund this enterprise was suggested. In addition, it was proposed that the Department of Planning at the University of the West Indies (UWI) could serve as the review board for research material and articles submitted by planning professionals, for publication in the journal or newsletter. Participants noted that a Caribbean journal on planning would attract the interest of virtually every university library in the world.

It felt that initially, an electronic newsletter could be produced on a monthly basis. Participants stated that less editorial work as well as negligible costs would be involved if an e-format were adopted, and that this would facilitate the easy transmittal of ideas and /or submissions of articles / research, etc.

Participants felt that a journal would be useful for academicians who are bound to publish, but the question arose as to whether publishing research electronically would meet academic requirements.

The creation of an overall website providing information on a variety of planning issues was considered. It was felt that this website should host a regional planning journal or newsletter. Participants agreed generally, that this website should be well designed, a home to planning information (news features and links), as well as dynamic, interactive (in terms of chat room facilities, bulletin board options, etc.) and frequently updated.

Content Issues

Participants noted that the first step in creating the website or journal would be to get a sense of the type of material that currently exists. ECLAC will be responsible for writing to regional planners, inviting their submissions, thus ascertaining what planning material is available.

In examining the issue of the type of information which should be made available in the electronic planning journal / newsletter, and the overall planning website, participants felt that the most important consideration was the type of readership – professional versus public – at which the planning information should be targeted.

A few participants argued that it was important to reach each other as professionals, first; therefore, the focus should be on creating a publication strictly for planning professionals.

Others felt that the focus should be on informing the general public about planning issues in their daily life. They noted the existence of journals that attempt to cross all levels of readership; and suggested that the proposed regional planning journal / newsletter follows a similar direction. A suggested publication frequency was once every two years for such a prototype.

Some participants argued that the region's planning professionals are now at the juncture where they can speak with authority on the theory and practice of planning in the Caribbean. They stated that perhaps the time had come when regional planners should attempt to evolve a Caribbean Planning Theory / Approach, given that fact that all the professional planners of the region were trained abroad. The proposed journal could be a tool for honing such a theory.

Material which could be made available at the proposed website include important documents related to the planning profession, which are hard to source, such as regional reports from the United Nations Conference on Housing and Settlements (UNCHS). Documents of this nature could be posted at the website in e-format, for regional planners. Another option would be to hyperlink to the UNCHS website; however, permission must be obtained first, in order to do this.[1]

Other information, which could be posted at the proposed website, includes digests of regional planning law cases and judgements. Ms. Toppin-Allahar volunteered to undertake the compilation of this material, with regional planners regularly submitting information on planning law judgements and other unreported cases in their respective jurisdictions.[2]

Management Issues

ECLAC has agreed to establish a bulletin board / chat room for regional planners. Dr. Ishmael noted that ECLAC could host the regional planning website, an arrangement similar to that with the International Land Use Society and the FAO, which houses the Society's website. She stated that ECLAC could start up the website, which could eventually be hosted and managed by a grouping of regional professionals, once they have bought into the advantages of the idea.

Participants agreed that a board of editors must be responsible for co-ordinating and vetting all the material posted on the website, and its members could possibly be drawn from the regional professional association, the Caribbean Conference of Town &

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[1] Dr. Ishmael noted that this could be facilitated easily by ECLAC.

[2] Ms. Toppin-Allahar noted that the website for the Guyana Bar Association furnishes information on recent judgements in the Guyanese judicial system, among other types of legal information.

Country Planners (CCTCP). For the journal, participants noted that a peer review process would be necessary, to ensure the quality of submissions. With regard to the newsletter, the editorial committee could tailor this information, to ensure that both public and professional readers would be able to understand and appreciate the articles.

Concerning submissions, a few participants felt that reaching the lowest common denominator, i.e. man-in-the-street, might make it easier to produce material. However, going back to the primary objective of the forum, it was noted that the newsletter should provide information that allowed for the exchange of ideas and the dissemination of information.

t was noted as well, that regional planners might be more willing to submit short articles for a newsletter, and that it might be difficult to obtain contributions of written research work for the journal. Citing experiences with the CCTCP, it was found that planners preferred issue-based seminars as a means of sharing their experiences and research in the planning field, as well as for professional development.

In terms of managing the costs of printing a journal, charging subscription fees was suggested. However, Dr. Mohammed argued that even though there are 300 planning professionals in the region, charging a subscription fee for a printed publication might not necessarily be cost effective. He cited the experience of the Association of Professional Engineers of Trinidad & Tobago (APETT), in this regard.

He stated that despite the fact that APETT's membership numbers are much greater, the Association still has problems maintaining its journal. It took the route of having a joint journal, with special sections and editions dealing with specialist expertise areas outside the realm of pure engineering. For example, a special edition was printed which focused on environmental issues.

Following on from this argument, Dr. Mohammed suggested that the regional planning journal follow a similar path. He noted that planners have several methods for publication at their disposal. They could approach other journals to allow the publication of special editions or features, which could reflect a seminar or conference. He also recommended the production of ad hoc special editions, stating that precedent has been set for this with other publications. He suggested that planners develop a special relationship with a particular journal. Thus, for example, every two years planners could produce a formal publication that contains rigorous research.

Security Issues – Copyrights, Plagiarism, etc.

Participants discussed the issues of using copyrighted material, plagiarism of work published in the electronic journal / newsletter, and the general stealing of research.

Participants noted that when posting documents on the website, the issues of copyright and plagiarism must be taken into consideration, especially since it is so easy for material to be lifted, wholesale, off the Internet. It is not always possible to create

technology that can protect documents, notwithstanding attempts in the information technology industry to do such.

Participants felt strongly that certain types of information must be protected, but had no difficulty with sharing research, once proper credit is given. It was noted that planners in academia must be alert to the possibility of research being "stolen".

Participants agreed that a certain amount of vulnerability is to expected, when using the Internet for publishing research, but that this should not prevent the creation and cross-fertilisation of ideas as well as theoretical dialoguing. In short, if ideas are being created in such an environment, then there is a risk of them being "stolen". It was suggested that only the material, which should be shared and discussed, would be published, including intellectual work.

In terms of highly sensitive documents, participants recommended that some documents should not be published at all, and should only be listed, with an abstract or an executive summary of the contents provided. For the extremely sensitive documents, only the title of document and contact information for the author should be posted. This would ensure that persons interested in obtaining more information would be able to do so, as well as a certain amount of control over who actually access the material.

It was noted that for any images used which are not created by and for the website, permission must be obtained. In addition, each page of the website should have the normal copyright protection statements and disclaimers.

Session 2: Creating a Website for Regional Planners

Presentation by Dale Alexander – ECLAC

Mr. Alexander stated that the rationale behind a website is to facilitate the exchange of information, i.e. inform a specific public about the activities of a particular group / organisation – in this instance, the (proposed) network of planners.

One aspect of this exchange of information is the ability to engage in online discussions. There are several options available for facilitating these discussions, including:

1. *Mailing List Servers.* Typically, they are very functional. However, they depend heavily on the use of email, and may offer limited history and archival facilities. Discussions are "delayed", in that all parties are not required to be present simultaneously. This represents the way in which online discussions were first conducted, and are still used a lot today.

2. *Online "Forums"*. These build on the model of Mailing List Servers, in that they keep the ability to have several simultaneous "threads of discussions". In addition, these systems usually provide the tools for interaction. Additionally, discussions are not lost, and it is always possible to "join" the forum at some later date and immediately begin at the beginning of the discussion(s) and catch-up without losing any of the discussions. Discussions are also "delayed." Bulletin Boards grew into this model. Today, a number of Bulletin Boards facilitate this method of online discussion via the web.

3. *Interactive Discussions*. These also build on the model of Mailing List Servers, in that they also allows several simultaneous "threads of discussions". In addition, there is "interactivity" and "real-time participation". To function, all parties to the discussion must be available at the same time. This model of online discussion does not provide a history of the proceedings. If you join the discussion late, you miss what went before. While available as a standalone function, the concept of Interactive Discussion (aka teleconference) is available in a number of Bulletin Board systems.

Bulletin Boards, Forums and Websites

Mr. Alexander made a presentation on two websites; elements of which he suggested could serve as models for designing the planners' website. The first was the Worldgroup website, which he explained is primarily a bulletin board application, using web technology; the second was the Opus Networks at www.opus.co.tt .

Both are Bulletin Boards, utilising the same software. The difference lies in its basic implementation. Although both interfaces reflect traditional bulletin board concepts, the implementation at OPUS reflects more of a community environment. The key point to note is that the "home page" of the respective sites is actually the interface to the bulletin board.

The concept of the bulletin board is of a place where people gather, whether to read what has been posted on the "bulletin board" or to post something on the "bulletin board". To facilitate this "exchange", several tools are available including email, teleconference, and some sort of delayed discussion (forum).

Interactive Discussion systems such as ICQ and AOL only deal with the ability to exchange messages, not necessarily the same as the concept of "post up on a notice board", which bulletin boards convey.

A Forum has limited teleconference capability, and allows for discussions on topics. A question could be posted now, and replies can be posted days later. Several threads of discussion from a single topic could be traced using this system, which also allows for the tracking of messages (discussant, title, date, and recipient). Participants can use forums to review documents submitted for discussion. A moderator monitors

discussions, and 'edits' the material before it is posted for the discussants to view. In addition, access to forums can be restricted, with each user having a User ID.

While a moderator can be used to censor the discussion, however, the more useful role of the moderator (given that it is a closed discussion in the first place) would be to verify the correctness and suitability of documents which are uploaded to the board by discussants. The system is set up in such a way that only certain individuals – with the appropriate security clearances – will have access to this section of the board, and be able to participate in discussions. One would want to believe that these are "trust-worthy."

Mr. Alexander explained that a list server can be used to alert (via e-mail) all users / members / subscribers, about upcoming online discussions at the website. In addition, a "What's New" link at the home page or general area of the web site can also be utilised. (Note that the term "list severs" refers to the first group of options identified previously.)

"Push Technology" can also be employed. An example of this is "Point Cast", considered to be the precursor to what are currently known as "Internet Channels". A server can be set up to post specific information continuously, to each subscriber to the forum / bulletin board / website.

Action Item

The grouping indicated its desire to have a private chat room for regional Ministers of planning, as well as chat rooms for the wider group of regional planners. Concerning security issues for this particular chat room, Mr. Alexander gave assurances that the system is secure. While there are "public access" areas of the bulletin board, there are sections which are restricted, and require that the user is authenticated before access is granted.

Posting documents

Documents are uploaded, reviewed, edited, and approved by the moderator for download by discussants. While general access is permitted to certain sections of the board to anyone visiting the site, the user must be authenticated, through a User-ID and password, to restricted areas which contain more sensitive information.

The library operator or moderator will classify the type of material submitted into 'general', 'confidential', 'restricted', before posting it to the board or site. Authors should indicate the following when submitting their documents…
- The type of document i.e. 'general', 'confidential' or 'restricted'
- Which keywords should be used, to enable a search
- A subject matter identifier
- An abstract or executive summary

<u>Cost Implications, Hardware Requirements, Maintenance, etc.</u>

Cost implications are dependent upon the required processing speed of the computer hardware, and the space needed on the web server for information storage. Computer space i.e. web server, will be determined by the volume of material to be uploaded and the extent of the data to be archived.

A Pentium class PC should be used for rapid processing. What is to be stored should be decided from the beginning i.e. documents, graphs and charts, compressed images / thumbnail images, etc. It is important to have the original documents onsite or easily available, to cater for address changes of these documents.

Setting up a website requires investment in money and personnel. A webmaster must be hired to maintain the website. For easier maintenance and lower costs, a bulletin board is the best option, as ECLAC can host it. A librarian can maintain the bulletin board, from any location in the world. There are minimum costs attached to training the librarians and operators of forums. The librarian can be either a single person or the Steering Committee.

Once the bulletin board / website is up and running, it would be registered with Internet search engines. This occurs automatically, because these search engines have "robots" which go out on to the Internet and identify and log websites. Once logged, users can then find these sites through the respective search engines. Because of the number of web sites today, the registration process can be facilitated by webmasters actually registering their sites with search engines. This greatly speeds up the process of making a web site accessible via a particular search engine.

Creating a Caribbean Network of Planners

Participants agreed on the following points:

1. The website / bulletin board of the network will be open to any planner interested in using its information resources.
2. Subscription fees are to be charged, and this money used to further the interests of network and regional planners.
3. The website / bulletin board will begin as a network FOR planners, and will eventually evolve into a network OF planners.

Advisory / Steering Committee

An advisory committee will be created which will provide overall guidance on both the content for the website / bulletin board and the journal / newsletter.

After a six-month period, this Committee is to review its Terms of Reference and examine the efficacy of expanding its scope, and launching the second phase of the project. The second phase involves a formalisation of the online network into an actual professional body. This might become necessary once the website generates sufficient interest among regional planners, and the momentum appears to be moving in the direction of a formal body of Caribbean planning professionals.

The Committee should comprise no less than five persons. Proper regional / geographic representation is necessary.[3] Committee membership should include representatives from the public sector, private sector, academia, the host agency, and an experienced specialist or professional, who operates within the sphere of planning, but is not actually a planner. The Committee may co-opt honorary members. Its composition is as follows:

MEMBER	PERSON	REMARKS
Public Sector	Alan Jones	
Private Sector	Ivor Jackson	Editor-in-chief of the newsletter
Academician	Dr. Michelle Mycoo	Librarian
Host Agency	Dr. Len Ishmael	
Experienced Specialist	Christine Toppin-Allahar	Provides specialist planning law expertise. However, the specialist can be rotated to secure expertise from a range of disciplines that impact on the planning profession, e.g. engineering, economics, etc.
"Geographic"	Ruth Potopsin / Jacqueline Da Costas	Planning professional from Jamaica's public sector.
Honorary Member	Lionel Nurse	

The Steering Committee must provide strategic guidance concerning the setting up, structure and content of the website / bulletin board. This involves the following:

- Liaising regularly with the host agency on the design and maintenance.
- Liaising with and encourage regional professionals to submit work and participate in online forums.
- Promoting the website / bulletin board to Caribbean planners, to encourage them to use it and subscribe to it. A subscription fee is to be charged to those wishing to use the resources of the site and access its information. This money will be used to fund specialist services. ECLAC is to help raise funding; it will also provide specialist services in the form of technical assistance.
- The Committee is the editing board, responsible for approving all material which will eventually be published. It will evaluate a list of potential publications and classify these documents for uploading.

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[3] Jamaican participation very important, especially given their experience in this area.

- The Committee is responsible for establishing guidelines for those documents to be uploaded, and provide oversight or work with host agency – ECLAC – in this regard.
- One member of the Committee will serve as editor-in-chief of the newsletter / journal (its "champion"), which is to be produced on a quarterly basis.

The Librarian will be responsible for reviewing all documents which have been submitted for publishing on the site, and liaising with ECLAC to determine the type of document i.e. confidential, general access, etc. The Librarian will be guided by the documents guidelines established by the Advisory Committee.

Guidelines for Documents

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.

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.
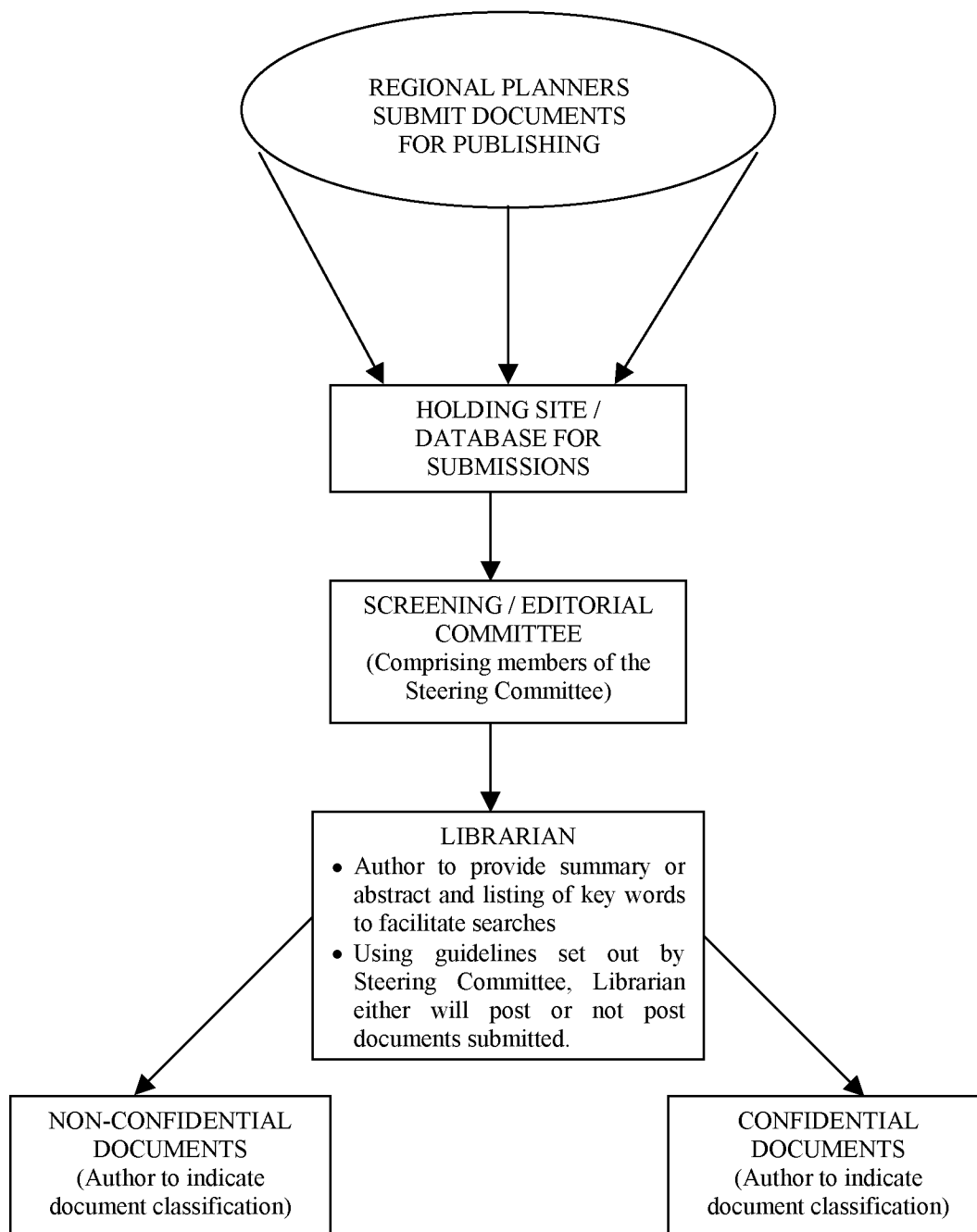
In terms of content, the electronic newsletter will provide news about legislative reviews, new developments in the regional planning profession, etc.

Action Item

Ms. Toppin-Allahar will be responsible for reading and preparing digests of planning law judgements and cases. This material can be made available to her in hard copy.

The Publishing Process

The process involved in publishing documents on the planning website / bulletin board will be as follows:

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                 ╭───────────────────────────╮
                 │   REGIONAL PLANNERS         │
                 │   SUBMIT DOCUMENTS          │
                 │   FOR PUBLISHING            │
                 ╰───────────────────────────╯
                           │
                           ▼
              ┌───────────────────────────┐
              │   HOLDING SITE /           │
              │   DATABASE FOR             │
              │   SUBMISSIONS              │
              └───────────────────────────┘
                           │
                           ▼
              ┌───────────────────────────┐
              │  SCREENING / EDITORIAL      │
              │  COMMITTEE                  │
              │  (Comprising members of the │
              │  Steering Committee)        │
              └───────────────────────────┘
                           │
                           ▼
              ┌───────────────────────────┐
              │  LIBRARIAN                  │
              │  • Author to provide        │
              │    summary or abstract and  │
              │    listing of key words to  │
              │    facilitate searches      │
              │  • Using guidelines set out │
              │    by Steering Committee,    │
              │    Librarian either will     │
              │    post or not post          │
              │    documents submitted.      │
              └───────────────────────────┘
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LIBRARIAN
- Author to provide summary or abstract and listing of key words to facilitate searches
- Using guidelines set out by Steering Committee, Librarian either will post or not post documents submitted.

| NON-CONFIDENTIAL DOCUMENTS (Author to indicate document classification) | CONFIDENTIAL DOCUMENTS (Author to indicate document classification) |

Format / Content of the Home Page

The website / bulletin board must include mechanisms to allow for interaction between planners and other planning professionals, as well as promote public awareness and education of the profession of planning. Information posted should target various publics.

Group Name: Caribbean Planners Network

Internet Address: www.carib-plan.net

Home Page will include the following…
- A descriptive piece on the evolution of or history behind the website, including links to historical documents, such as the reports of both the December 1999 and January 2000 meetings.
- The Terms of Reference for the Steering Committee.
- A link to the host server – ECLAC Subregional Headquarters for the Caribbean www.eclacpos.org.
- The following links…

LINK	POSITION
Regional planning bodies	Right side
What's New	Left side
Discussion forums	Left side
Chat rooms (confidential and open)	Left side
UNCHS site	Right side
CAP site	Right side
Meetings • Time table • Proceedings • Link to documents and publications	Left side
Membership listing which will include contacts for regional planning… • Offices / agencies • Professionals • Societies • Ministries	Left side
Library(ies) • News articles • General documents (full text; abstracts; summaries) • Restricted documents (listing only) • Publications listing (including confidential documents) with contact data for authors	

LINK	POSITION
Newsletter will include the following elements… • Schedule of general themes • Country reports • New developments i.e. a one page report from each member • Reviews of publications	
Cases digest (prepared by Ms. Toppin-Allahar)	

Action Items

The group agreed that following should be completed by Week-1 June 2000, with ECLAC providing some technical assistance:

1. Bulletin Board to be up and running. ECLAC to provide technical assistance in this area, namely design, creation and setting up of the site / bulletin board. Several simulations will be scheduled before the actual launch date.
2. Newsletter to be prepared and posted. ECLAC to provide technical assistance in this area, namely co-ordinating and collation of submissions for review by the editor-in-chief and the Committee, before being published electronically.
3. Public relations and promotion of the site complete. Dr. Ishmael and other committee members are responsible for carrying out informal promotions of the proposed electronic network among their colleagues and peers in the planning profession.

Session 3: Preparing for Istanbul+5 and other Global Meetings

Dr. Ishmael informed participants that during the year 1999 and in 2000, there were five major global meetings in the United Nations (UN) System which impact upon the Caribbean:

1. Social Summit
2. Population Summit
3. Habitat Summit
4. Beijing Summit
5. SIDS-POA

The ECLAC Director explained that ECLAC has been mandated by the UN General Assembly to provide a forum for designing regional positions for these global

meetings. In addition, ECLAC is the secretariat for the Small Islands Developing States Programme of Action (SIDS-POA).

Dr. Ishmael pointed out that ECLAC had not been involved in the United Nations Conference on Housing and Settlements (UNCHS) process before, because it had not had the requisite technical expertise. She observed, however, that in the area of Housing and Settlements, the region does not appear to be united with a strong policy position, which it can take to the UNCHS meetings.

National reports and the regional policy position on Housing and Settlements must be complete by September 2000. By the end of February, the region must submit a preliminary report on its preparation and organisation for this meeting.

Dr. Ishmael stated ECLAC's willingness to be part of the regional preparation for the Istanbul+5 / Habitat for Humanity world conference, later this year, in keeping with support given to the region in other global UN conferences. Dr. Ishmael explained that the intention is to assist in the preparation of a Caribbean consensus document which can be fed into the global process, and which will become part of the final report for the General Assembly. This would ensure that Caribbean Habitat issues would be raised at a global level.

ECLAC also has funding to allow the convening of another meeting before June 2000, whose report could be fed into the Habitat process. Dr. Ishmael suggested that this meeting could piggy-back the UNCHS preparatory meeting on a Latin American and Caribbean Planning Institute (ILPES) meeting on social and economic planning, to prepare the Caribbean position for Istanbul+5. She indicated that the meeting could take place in either Barbados or in Trinidad & Tobago.

Mr. Jones noted that the first preparatory conference for MINURVI would be held in Nairobi in May. In addition, another regional preparatory meeting concerning MINURVI will take place in September.

Dr. Ishmael explained that ECLAC-Santiago is involved in the MINURVI process, and as such, ECLAC Port-of-Spain would be able to access their resources on the sub-region's behalf.

Action Item

Allan Jones, as Permanent Secretary of the Barbados Ministry of Housing and Settlements, will write to ECLAC to get help to host a regional preparatory meeting for MINURVI, as well as send a listing of possible participants to organise overall / formal list of invitees. ECLAC is responsible for putting together a budget for this meeting.

Session 4: Report from the Working Committee investigating the possible revitalisation of a grouping of professional planners

Committee members reported their attempts to canvass regional planning associations, to obtain feedback as to the efficacy of creating a regional body of professional planners.

Ms. Thomas reported that she received background data from the Trinidad & Tobago Society of Planners (TTSP). She pointed out that the TTSP recently discussed the idea of a regional body, and feel strongly about the need for a regional body or forum of professional planners. They indicated that they have some concerns about the current regional body -- the Caribbean Conference of Town & Country Planners (CCTCP) – that they would like resolved. Although work was done on revising the constitution for the CCTCP, the TTSP still has reservations about the structure and organisation of the regional body i.e. CCTCP.

Ms. Thomas expressed that view that the network of planners could eventually succeed the CCTCP. She said that the website must be up and running. After sufficient time has passed, then its success can be measured by the response to it by regional professionals. Once this assessment is made, only then can a formalising its structure be considered.

Discussion

Dr Ishmael stated that the idea of a network of planners, open to all planners in the region, should still be introduced to regional colleagues. She noted that a good way to do this would be via regional planning societies / associations, but that the invitation should be extended to all planners, regardless of whether there is a selected group. These societies would then inform their membership about the website, and encourage them to use it.

Mr. Jackson emphasised that the planning network website must be viewed as a tool to bring regional planners together. He noted that people using it could evolve into a regional body, which could eventually manage the website.

ANNEX I: Action Items for Follow-up

ITEM	ACTION TO BE TAKEN	ENTITY RESPONSIBLE	DEADLINE
Website for Caribbean Network of Planners	Design, create and set up the planner's site / bulletin board. Several simulations will be scheduled before the actual launch date.	ECLAC	Week-1 June 2000
Newsletter / Journal for Caribbean Network of Planners	Co-ordinate and collate submissions for review by the editor-in-chief and the Committee, before being published electronically.	ECLAC Steering / Advisory Committee	Week-1 June 2000
Promotion of website for Caribbean Network of Planners	Public relations and promotion of the proposed electronic network to regional planning societies and associations.	Steering / Advisory Committee	Week-1 June 2000
Content of online newsletter / journal	Prepare digests of planning law judgements and cases for inclusion in site content. Submit further planning law judgements and cases for digest.	Christine Toppin-Allahar Lionel Nurse	
MINURVI	Letter to ECLAC requesting assistance for the hosting of a regional preparatory meeting for MINURVI. Listing of possible participants which will inform the overall / formal list of invitees. Create a budget for the preparatory meeting.	Allan Jones, Permanent Secretary, Ministry of Housing and Settlements, Barbados Allan Jones, Permanent Secretary, Ministry of Housing and Settlements, Barbados ECLAC.	

ANNEX II: List of Participants at the Ad Hoc Session

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
Trinidad & Tobago	Dr. Asad Mohammed / Co-ordinator	Graduate Programme in Planning & Development / UWI	Faculty of Engineering, University of the West Indies, St. Augustine Campus.	868-645-3232 x-3315	868-662-4414	amohammd@eng.uwi.tt
Trinidad & Tobago	Christine Toppin-Allahar / Attorney-at-Law / MSP (TT)		#74 Ana Street, Woodbrook, Port-of-Spain.	868-622-4722	868-622-8809	lexicon@carib-link.net.tt
Trinidad & Tobago	Dr. Michelle Mycoo / Lecturer	Department of Surveying & Land Information / UWI	Faculty of Engineering, University of the West Indies, St. Augustine Campus.	868-645-3232 x-3315		mmycoo@hotmail.com
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	psoag@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 III: Provisional Agenda for the Ad Hoc Session

AD HOC GROUP MEETING OF REGIONAL PROFESSIONAL PLANNERS
Conference Room, ECLAC Subregional Headquarters in Port-of-Spain

FRIDAY 28 JANUARY 2000

PROVISIONAL AGENDA

1. Welcome Remarks from ECLAC Director, Dr. Len Ishmael

2. Proposal for launching a regional planning journal / newsletter
   - Creation of Steering Committee.
   - Type of publication… a journal, a newsletter, or both?
   - Periodicity… frequency of production or publication.

3. Preparatory discussions for Istanbul+5 Meeting

4. Status and update on the following…
   - Feasibility of revamping / re-establishing a regional body of professional planners.
   - Establishing a chat room for regional planners at ECLAC / POS website.
   - Collation of data on regional court cases and judgements involving planning law.

5. Review of ACTION ITEMS arising from the meeting, and setting of a date for a follow-up meeting

6. Any other business

7. Closing Remarks by ECLAC Director, Dr. Len Ishmael