Commonwealth Telecommunications Organisation

Membership Prospectus and Charter

Join us in Transforming our future
with ICT – one nation at a time.

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Our invitation to you

As the oldest and foremost technology institution within the Commonwealth, the CTO is dedicated to promoting the effective adoption of information and communication technologies (ICT) for social and economic development. Our focus is on transforming the future with ICT, one nation at a time.

Being an inter-governmental organisation, we appreciate the necessity for governments to collaborate to accomplish common goals. As a multi-stakeholder organisation, we acknowledge that future transformations will necessitate partnerships with the private sector, civil society, and a variety of other organisations.

In a world that is rapidly evolving technologically and has been significantly impacted by the pandemic, it is essential for organisations to continually review and update their operations to stay relevant. The CTO is employing innovative, integrated, and customised approaches to meet the unique needs of our members and support their transformation goals. Furthermore, the CTO has created new opportunities for members to influence the work of the organisation, showcase their transformation successes, and establish mechanisms to foster beneficial partnerships.

The CTO is steadfast in its commitment to championing ICT-enabled development in the Commonwealth and beyond, one country at a time.

We invite you to join us and be part of this transformative journey.

Introduction

Recognising the wide-ranging and unprecedented advancements in the information and communication technologies (ICT) industry, the Commonwealth Telecommunications Organisation (CTO) charted a new course to support the Governments across the Commonwealth and beyond, to accelerate their digital transformation plans to achieve the United Nations sustainable development goals. Through its core functions of providing technical support, capacity building, research, project management and knowledge-sharing events, the CTO is dedicated to supporting its members in achieving affordable universal broadband connectivity and 21st century (digital) governments, which are essential elements of any digital transformation programme.

The CTO acknowledges that it must stay at the cutting edge of ICT development in order to deliver significant benefits to its members, through effective collaborations with diverse stakeholders.

Historical Overview of the CTO

The CTO is the oldest and largest Commonwealth intergovernmental organisation in the field of Information and Communication Technologies (ICT). The history of the CTO can be traced back to 1901, to the Pacific Cable Board, which was established to complete the British Empire's telegraphy network. Although the organisation has only existed in its present form as an intergovernmental treaty organisation since 1967, through all its manifestations, it has remained committed to the development of communications networks throughout in the Commonwealth.

The CTO has a diverse membership which includes developed countries, developing countries, small island developing states for which policies, and programmes must be customised. The CTO boasts of members from the ICT industry and academia.

Who We Are

✦ **Vision**   A Commonwealth in which effective ICT adoption accelerates sustainable growth and development for all.

✦ **Mission**   To promote and facilitate the effective adoption of ICT and foster affordable, secure and universal access to ICT for sustainable development.

✦ **Values**   The work to fulfil this mission must be guided by the core values of:
Integrity · Transparency · Accountability and Excellence

✦ The CTO is a listening organisation

Member-Centric Approaches that consider members' needs and tailors its services accordingly.

Responsive to Change in the ICT landscape.

Feedback from Events and Conferences provide a platform for participants to share their views and experiences, enabling the CTO to listen and learn from a wide range of perspectives.

Regular Engagement with Members and Stakeholders to allow the CTO understand its members and stakeholders, and respond effectively.

What we are

✦ The CTO is an innovating organisation

New Partnerships

Customisation of services

Immersive events

New approaches to Capacity Development

Technology Driven

Innovating

✦ The CTO is an impactful organisation

Raising Awareness ⟶

Building Capacity ⟶

Customising programmes ⟶

Supporting Digital Transformation ⟶

Facilitating Collaboration ⟶

CTO

CTO Governance

✦ The governance of the CTO
is exercised through three organs

Council

The Council is the highest decision-making body of the CTO, consisting of representatives of Full Member Countries. It meets annually to examine the progress of the Organisation and to approve future programmes. The Council meets annually.

Executive Committee

The Executive Committee oversees the activities of the CTO between Council meetings and makes recommendations to Council concerning the CTO's strategic activities. The Executive Committee is convened at least twice a year.

Secretariat

Headed by the Secretary General, the Secretariat is the body that delivers the mandate of the Organisation by implementing the agreed work programme. It is responsible to Council for carrying out the functions of the CTO.

The CTO's work priorities are as follows:

In 2021, the CTO charted a new course to support members in digital transformation. The attainment of this goal will require us to focus on establishing collaboration mechanisms, cultivating strategic partnership and capacity building to ensure effective ICT adoption, universal broadband connectivity and 21st century governments.

✦ The CTO's work priorities are as follows:

> Accelerated digital transformation

> Affordable universal broadband connectivity

> 21st Century Digital Government

> Capacity building for development impact

> Collaboration and strategic partnerships

The CTO's priorities will be delivered through the services it provides for its members the areas of: Capacity Development, Technical Support, Consultancy and Advisory Services, Research and Events, international coordination and serving as an industry watch.

Capacity Development

- The CTO has transformed its approach to training by making greater use of technology to deliver blended learning options and to create opportunities for trainees to apply their learnings to real situations.

Technical Support and Consulting and Advisory Services

- The CTO with its network of experts will provide policy, regulatory and technical advice and consultancies on all aspects of effective ICT adoption and development.

Research

- The CTO supports policymaking and regulatory bodies, specialised agencies and the private sector in understanding the challenges and opportunities new technologies bring and provide research to facilitate evidence-based decision making.

Events

- The CTO hosts a variety of ICT events to advance its work in support of accelerating digital transformation.

International Coordination

- The CTO coordinates Commonwealth activities and positions in the context of the global ICT agenda.

Industry Watch

- The CTO will alert members about emerging technologies and global occurrences and the potential impact on their operations.

Membership Benefits

✦ Members have the benefit of:

Contributing to ICT policy and regulation development by:

- Raising the level of understanding of ICT policy and regulation professionals on ICT issues that are of importance to the development of the ICT Sector.

- Educating on emerging ICT issues and their implications for policy, regulations, and national development.

Networking with key ICT stakeholders by:

- Participating in CTO ICT fora and meeting with national decision-makers, and senior representatives of private sector and civil society organisations.

- Participating in speed-networking events with senior ICT government and regulatory officials by appointment.

Insight, market intelligence by:

- Hearing directly from CTO members on the issues and challenges they face at CTO events.

- Being connected to organisations and individuals with the require information on Commonwealth issues.

Demonstrating commitment to the Commonwealth by:

- Showcasing your accomplishments, products and service at the CTO's varied activities.

- Being recognised on the CTO website, and in directories and publications.

Obtaining customised ICT Services through:

- Collaboration with CTO on areas of need.

- Specification of challenges being experiences and working with Secretatiat to formulate the right solution.

Membership Fees

Annual membership fees are based on the unit of membership contribution (UMC; 01 UMC = £35,000 The table below provides minimum annual membership fees, however members may choose to pay any number of UMCs above the minimum level applicable to them.

Full Member Country		
Statistics	**UMC**	**Annual Contribution (£)**
GDP > £650 million	1 unit	35,000
GDP < £650 million or Population < 100,000	¼ Unit	8,750
ICT Sector Member		
Annual turnover	**UMC**	**Minimum Annual Contribution (£)**
> £1 billion	1¼ – 2 units	43,750 – 70,000
> £100 million but < £1 billion	½ – 1¼ unit	17,500 – 43,750
< £100 million	¼ – ½ unit	8,750 – 17,500
Associate Member Countries		
	UMC	**Annual Contribution (£)**
GDP > £650 million	1¼ – 2 units	43,750 – 70,000
GDP < £650 million or Population < 100,000	½ – 1¼ unit	17,500 – 43,750
Affiliate Member Countries		
GDP > £650 million	½ – 1¼ unit	17,500 – 43,750
GDP < £650 million or Population < 100,000	¼ – ½ unit	8,750 – 17,500
Academia (new)	1/10 unit	3,500

Membership Categories

Following are the categories of CTO membership

Full Member Country

A Member State of the Commonwealth of Nations which has given an undertaking to make the stipulated annual payment to the CTO.

ICT Sector Member

An entity, the functions and activities of which are compatible with the purposes of the CTO, other than a Full Member Country, Associate Member, Affiliate Member, or Academia Member, which makes an annual contribution to the budget of the CTO.

Associate State

A country that is not a Member State of the Commonwealth of Nations and that is not a Self-governing State linked to a Commonwealth Member State which has given an undertaking to make the stipulated annual payment to the CTO

Affliate

A Self-governing State linked to a Member State of the Commonwealth of Nations including overseas territories, which has given an undertaking to make the stipulated annual payment to the CTO.

Academic Member

A university or tertiary education institutions from any country that makes the stipulated annual contribution to the budget of the CTO

Member Application Information

COMMONWEALTH TELECOMMUNICATIONS ORGANISATION

1. Membership Category (Please select the membership category you are applying for)

○ Full Member Country ○ Academia ○ Affiliate Member
○ Associate State ○ ICT Sector Member

2. Country/Organisation Details

Organisation _____ Country _____
Representing Ministry or Agency _____
Address _____
Address _____ Email _____
Telephone _____ Website _____

3. Country/Organisation Statistics

First name _____
Last name _____
Position _____
Telephone _____ Mobile _____
E-mail _____

4. Country/Organisation Statistics

	2022	2023	2024
Organisation's Annual Turnover (£)			
Country's GDP			
Country's Population *Please submit supporting documents*			

5. Description of Organisation (75 words)

What UMC are you willing to contribute in addition to the minimum level?   £

7. Declaration

I confirm that COUNTRY/ORGANISATION's .... functions and purposes are compatible with those of the Commonwealth Telecommunications Organisation. We commit to comply with the obligations stated in the Constitution, Rules of Procedure and Membership Charter of the Commonwealth Telecommunications Organisation.

Signature _____ _____ _____
Full name   Job Title   Date

Membership Charter

Introduction

The stability of the Commonwealth relies on nations working together and the Commonwealth Telecommunications Organisation (CTO) provides a structured means for its members to communicate, collaborate and cooperate to address a wide range of shared technology concerns. The CTO provides a framework where governments can work together towards mutually beneficial objectives.

In view of the fundamental changes made to the CTO Constitution in 2023 to expand the organisation beyond the Commonwealth and make it relevant to an environment of rapid technological innovation and unprecedented global challenges, the CTO has developed a Membership Charter designed to strengthen the CTO network and demonstrate our shared commitment to the CTO.

Purpose of the Membership Charter

This Membership Charter enshrines the privileges, rights, benefits and obligations of CTO Members and establishes the rules for interactions between Members and the CTO Secretariat in accordance with the 2023 Constitution and Rules of Procedure and in keeping with good corporate governance practices. The Charter also describes measures for promoting and strengthening communication, cooperation and collaboration amongst members and with the secretariat.

Definitions

The terms used in this charter shall be deemed to have the meaning assigned to such terms in general usage other than the following terms which shall have the meaning stated herein.

"Member" shall mean either a Full Country Member, Associate Member, ICT Sector Member, Affiliate Member and Academia admitted to CTO as defined in the CTO Constitution.

"Members" shall mean all current Full Country Members, Associate Members, ICT Sector Members, Affiliate Members and Academia admitted to CTO.

Membership Benefits

Subject to any constrains imposed by the CTO Constitution, Rules of Procedures, the operational environment, its own corporate or institutional objectives and category of Membership, the following are the minimum benefits members of the CTO will enjoy.

Participating in the processes to develop Commonwealth ICT public policies by:

- Contributing to the process to formulate ICT public policy aimed at addressing a wide range of shared concerns and the development of technical standards and practices for the Commonwealth ICT Sector.

- Assisting in informing and raising the level of understanding of ICT decision makers for the development of the Commonwealth ICT sector.

- Participating in CTO working committees.

- Supporting Commonwealth ICT research.

Supporting digital transformation and affordable universal broadband connectivity in the Commonwealth by:

- Presenting and explaining positions and proposals for ICT development to the statutory bodies of the CTO

- Working collaboratively to find solutions for and executing ICT projects for Commonwealth challenges.

- Participating in digital transformation initiatives in the Commonwealth.

- Making representations to the CTO for specific needs of its members.

Demonstrate commitment to Commonwealth development by:

- Working in partnership with members to plan, coordinate and implement activities that foster development of the Commonwealth ICT market.

- Promoting international cooperation and public-private partnerships among members.

- Sharing information and expertise for effectively addressing common challenges efficiently and their ideas for programme development at the CTO.

Demonstrate commitment to Commonwealth development by:

- Supporting the CTO's flagship events and activities by sponsoring, presenting perspectives, educating and participating.

- Sponsoring or co-venturing with the CTO and its member entities in a variety of collaborative arrangements.

Obtaining deeper insight into the Commonwealth development Agenda and plans by:

- Accessing information on the Commonwealth ICT Sector and Market, Member States and emerging technologies.

- Being informed of the concerns and needs of CTO governments and other members.

- Networking with key Government decision-makers, senior officials of governments, regulatory agencies, CEOs and top executives of ICT businesses, industry consultants, academics and NGOs.

Accessing the CTO's Services for:

- Technical advice, project management assistance and solutions for digital transformation and other challenges that are affecting the Commonwealth.

- Capacity-building and education on all aspects of ICT through the CTO's Capacity building for Development Impact programme.

- Bespoke and other solutions for achieving the United Nations sustainable development goals.

Membership Obligations and Responsibilities

All Members are required to:

Financial:

- Remit their contributions to the CTO Secretariat by 1st April of each financial year.

Communications:

- Appoint and provide contact details for a Liaison Officer to facilitate communication and collaboration with the Secretariat.

- Provide contact details of key officials in member organisations and update the secretariat of personnel changes within the administration/organisation.

- Respond promptly to communications from the Office of the CTO Secretary General and observe deadlines specified.

- Direct all communications to the CTO through the Office of the Secretary General

- Provide periodic updates on the work of their organisations/administrations to the CTO Secretariat.

Participation:

- Attend CTO meetings in accordance with the procedures prescribed in the CTO Rules of Procedures.

- Actively promote the CTO's work in research, consultancy, capacity development, project management and implementation, and events to:
  a) International development agencies and grant-making institutions to pursue funding opportunities.
  b) Other institutions or countries to encourage participation in CTO events.
  c) ICT institutions in their respective countries to encourage membership.

- Actively market the CTO by:
  a) Making mention of its work at international events.
  b) Featuring the CTO logo and a hyperlink to the CTO website on their website as "A Member of the CTO".

- Consider hosting events of the CTO.

- Make proposals for research, training, and other joint activities that are not necessarily part of the CTO's official programme for the year.

Support:

Be receptive to requests that may be made by the CTO for their staff to represent the CTO at events in their country or their region. In such situations, CTO Secretariat will provide the representative any such materials as would facilitate the request.

Partner with the CTO to deliver activities that the CTO may undertake in their country or region, as appropriate.

☼ Governance

In order to assist members in fulfilling their responsibilities as set out in this charter it is considered that Members should abide with certain principles which underpin and govern conduct in public life as set out below:

Selflessness

Members should act in terms of promoting the objectives of the CTO.

Integrity

Members should not place themselves under any financial or other obligation to outside individuals or organisations including staff of the CTO that might influence them in the performance of their obligations under the charter.

Conflict of Interest

Members must act honestly and avoid a situation in which they have an interest which can directly or indirectly conflict with the objectives of the CTO.

Openness

Members should be as open as possible about all the decisions and actions they take.

Leadership

Members should lead by example to promote and support these principles.

Contact

Office of the Secretary General
64–66 Glenthorne Road,
London W6 0LR

sg.office@cto.int

+44 (0) 208 600 3800
+44 (0) 208 600 3819

WWW.CTO.INT