



# **PURCHASE AGREEMENT ANNUAL REPORT**

*Information & Communications Technology  
Authority*

**For the 2007/8 Financial Year**

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## **1. Purpose**

This annual report details the performance of the Information & Communications Technology Authority for the fiscal year ending 30 June 2008.

It includes information about outputs actually delivered during the year as compared to the planned performance documented in the Purchase Agreement for the Information & Communications Technology Authority for 2007/8, or as amended through the supplementary appropriation process.

## 2. Statement of Outputs Delivered

ICT 1	Drafting Instructions for the Development of Legislation		
<p><b>Description</b></p> <p>Provide Instructions on:</p> <ul style="list-style-type: none"> <li>Continuing the drafting of a stand-alone Data Protection Act (or equivalent) that protects an individual's rights to personal privacy. Introduce and monitor a pilot scheme within the public sector.</li> <li>Assisting with the redrafting of legislation on intellectual property rights to ensure that the requirements of e-business are taken into account.</li> <li>Assessing the impact of the proposed Freedom of Information Act upon ICT systems, and recommending the procedures and systems necessary to provide the required access to official information.</li> <li>Drafting additional regulations under the ICTA Law 2004 Revision and the Electronic Transactions Law 2000.</li> <li>Continuously monitoring international technical standards and legislation in competitive jurisdictions, and recommending amendments to our legislation where appropriate in order to maintain our competitive position.</li> </ul>			
<p><b>Measures</b></p> <p><b>Quantity</b> Hours spent on Draft legislation, public consultations, international research on legislative issues</p> <p><b>Quality</b> All papers will:</p> <ul style="list-style-type: none"> <li>Define issues clearly and succinctly, with the nature and scope of the issues being clear.</li> <li>Have involved appropriate research, consultation with interested parties, and employed appropriate analytical techniques.</li> <li>Have recommendations that are unambiguous.</li> <li>Examine implementation issues and provide guidance where appropriate.</li> <li>Be prepared with due professional care.</li> </ul> <p><b>Timeliness</b> All papers delivered by dates required</p> <p><b>Location</b> Grand Cayman</p> <p><b>Cost (of producing the output)</b></p> <p><b>Price (paid by Cabinet for the output)</b></p>	<p><b>2007/8 Actual</b></p>	<p><b>2007/8 Budget</b></p>	<p><b>Annual Variance</b></p>
	160 hours	160 hours	
	100%	100%	
	100%	100%	
	100%	100%	
	\$39,711	\$39,711	
	\$39,711	\$39,711	
<p><b>Related Broad Outcome:</b> 9. Support the Economy</p>			

### Explanation of Variances

None

ICT 2	Management of KY Internet Domain		
<p><b>Description</b></p> <p>Development of policy for, and management of, the Cayman Islands Internet Domain (KY DOM).</p> <ul style="list-style-type: none"> <li>• Provision of technical services to the .edu.ky and .gov.ky sub-domains</li> <li>• Consultation with all stakeholders, including the E-Business Advisory Board</li> <li>• Establishing the necessary technical databases</li> <li>• Maintaining the required Domain Name Servers.</li> <li>• Receiving, approving and recording applications for registration</li> <li>• Receiving and recording registration payments</li> <li>• Responding to requests for information</li> <li>• Monitoring compliance with domain policy</li> <li>• Receiving and progressing complaints</li> <li>• Liaising with International Internet Organizations e.g. ICANN and Internet Society</li> <li>• Developing and maintaining the .ky domain registration web site (<a href="http://www.nic.ky">www.nic.ky</a>)</li> </ul>			
<p><b>Measures</b></p> <p><b>Quantity</b></p> <ul style="list-style-type: none"> <li>• Manhours spent</li> <li>• Number of registrants</li> </ul> <p><b>Quality</b></p> <p>All services will:</p> <ul style="list-style-type: none"> <li>• Be conducted with due professional care.</li> <li>• Have involved appropriate research, consultation with interested parties, and employed appropriate analytical techniques.</li> <li>• Have recommendations that are unambiguous.</li> <li>• Web-site will have provision for on-line feed-back.</li> </ul> <p><b>Timeliness</b></p> <p>All services delivered by dates required</p> <p><b>Location</b></p> <p>Grand Cayman and overseas</p> <p><b>Cost (of producing the output)</b></p> <p><b>Price (paid by Cabinet for the output)</b></p>	<p><b>2007/8 Actual</b></p> <p>225</p> <p>6,000</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>\$110,000</p> <p>\$110,000</p>	<p><b>2007/8 Budget</b></p> <p>225</p> <p>6,000</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>\$110,000</p> <p>\$110,000</p>	<p><b>Annual Variance</b></p>
<p><b>Related Broad Outcome:</b> 9. Support the Economy</p>			

Explanation of Variances

None

ICT 4	Collection and verification of Licence Fees		
<p><b>Description</b></p> <p>Collection and verification of Licence fees from major ICT network and ICT services, including:</p> <ul style="list-style-type: none"> <li>• Issuing invoices as required</li> <li>• Receiving payments and financial statements</li> <li>• Verifying payments against financial statements and licensing provisions.</li> <li>• Resolving disputes over amounts paid.</li> <li>• Taking action to recover outstanding payments.</li> <li>• Remitting receipts to Government.</li> <li>• Receiving and verifying annual adjustments based upon annual audited financial statements</li> </ul>			
<p><b>Measures</b></p> <p><i>Quantity</i> Number of licence fees processed</p> <p><i>Quality</i></p> <ul style="list-style-type: none"> <li>• Fee invoiced, collected and verified</li> <li>• Funds remitted to Government in a timely manner.</li> </ul> <p><i>Timeliness</i> All payments verified within 2 weeks of receipt</p> <p><i>Location</i> Grand Cayman</p> <p><i>Cost (of producing the output)</i></p> <p><i>Price (paid by Cabinet for the output)</i></p>	<p><b>2007/8 Actual</b></p> <p>140</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>\$100,000</p> <p>\$100,000</p>	<p><b>2007/8 Budget</b></p> <p>120-140</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>\$100,000</p> <p>\$100,000</p>	<p><b>Annual Variance</b></p>
<p><b>Related Broad Outcome:</b> 9. Support the Economy</p>			

Explanation of Variances

None

ICT 5	Policy Advice		
<p><b>Description</b></p> <p>Provision of policy advice to the Minister and Permanent Secretary on ICT matters, including compliance with the Government's international obligations, market liberalization and competitive pricing. Assistance with the development of e-business product offerings.</p>			
<p><b>Measures</b></p> <p><b>Quantity</b> Hours spent on Papers, drafts, verbal &amp; written briefs, attendance at meetings, research, speeches as required</p> <p><b>Quality</b> All papers will:</p> <ul style="list-style-type: none"> <li>• Define issues clearly and succinctly, with the nature and scope of the issues being clear.</li> <li>• Have involved appropriate research, consultation with interested parties, and employed appropriate analytical techniques.</li> <li>• Have recommendations that are unambiguous.</li> <li>• Examine implementation issues and provide guidance where appropriate.</li> <li>• Be prepared with due professional care.</li> </ul> <p><b>Timeliness</b> All papers delivered by dates required</p> <p><b>Location</b> Grand Cayman</p> <p><b>Cost (of producing the output)</b></p> <p><b>Price (paid by Cabinet for the output)</b></p>	<p><b>2007/8 Actual</b></p> <p>230</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>\$53,883</p> <p>\$53,883</p>	<p><b>2007/8 Budget</b></p> <p>230</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>\$53,883</p> <p>\$53,883</p>	<p><b>Annual Variance</b></p>
<p><b>Related Broad Outcome:</b> 9. Support the Economy</p>			

Explanation of Variances

None

ICT 6	Education of local businesses and the general public on liberalization issues		
<p><b>Description</b></p> <p>Education of the general public and private sector on liberalization issues including</p> <ul style="list-style-type: none"> <li>• The effects of competition and the choices available</li> <li>• Individual rights when dealing with telecommunications companies</li> <li>• Complaint procedures</li> <li>• What information available from the ICTA</li> <li>• What is price regulation, and what does it mean of the individual?</li> <li>• Which networks and services require licences, and which do not.</li> </ul>			
<p><b>Measures</b></p> <p><b>Quantity</b> Number of hours</p> <ul style="list-style-type: none"> <li>• Web site design and development</li> <li>• Design and production of printed co-lateral</li> <li>• Newspaper ads and press releases</li> <li>• Presentations</li> </ul> <p><b>Quality</b> All services will:</p> <ul style="list-style-type: none"> <li>• Be conducted with due professional care.</li> <li>• Have involved appropriate research, consultation with interested parties, and employed appropriate analytical techniques.</li> <li>• Have recommendations that are unambiguous.</li> <li>• Web-site will have provision for on-line feed-back.</li> </ul> <p><b>Timeliness</b> All services delivered by dates required</p> <p><b>Location</b> Cayman Islands</p> <p><b>Cost (of producing the output)</b></p> <p><b>Price (paid by Cabinet for the output)</b></p>	<p><b>2007/8 Actual</b></p> <p>95</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>\$22,809</p> <p>\$22,809</p>	<p><b>2007/8 Budget</b></p> <p>95</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>\$22,809</p> <p>\$22,809</p>	<p><b>Annual Variance</b></p>
<p><b>Related Broad Outcome:</b> 9. Support the Economy</p>			

Explanation of Variances

None



ICT 7	Regional and International Representation		
<p><b>Description</b></p> <p>Act as the Cayman Islands point of contact and representative on Regional and International ICT related organisations and associations such as:</p> <ul style="list-style-type: none"> <li>• ARIN(American Registry for Internet Numbers)</li> <li>• Caribbean Association of National Telecommunication Organisations</li> <li>• Caribbean Telecommunications Union</li> <li>• International Telecommunications Union</li> <li>• Commonwealth Telecommunications Organisation</li> <li>• Federal Communications Commission</li> <li>• Société Internationale de Télécommunications Aéronautiques</li> <li>• International Civil Aviation Organisation</li> <li>• International Maritime Organisation</li> <li>• Internet Corporation for Assigned Names and Numbers</li> <li>• Country Code Names Supporting Organisation</li> <li>• North American Numbering Plan Association</li> <li>• Regional ICT Regulators</li> </ul> <p>Payment of appropriate membership fees.</p>			
<p><b>Measures</b></p> <p><b>Quantity</b></p> <ul style="list-style-type: none"> <li>• Responses to requests for written input and other correspondence</li> <li>• Detailed reports to Ministry</li> </ul> <p><b>Quality</b></p> <p>All papers will:</p> <ul style="list-style-type: none"> <li>• Define issues clearly and succinctly, with the nature and scope of the issues being clear.</li> <li>• Have involved appropriate research, consultation with interested parties, and employed appropriate analytical techniques.</li> <li>• Have recommendations that are unambiguous.</li> <li>• Examine implementation issues and provide guidance where appropriate.</li> <li>• Be prepared with due professional care.</li> </ul> <p><b>Timeliness</b></p> <p>All services delivered by the dates specified</p> <p><b>Location</b></p> <p>As required</p> <p><b>Cost (of producing the output)</b></p> <p><b>Price (paid by Cabinet for the output)</b></p>	<p><b>2007/8 Actual</b></p> <p>15</p> <p>6</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>	<p><b>2007/8 Budget</b></p> <p>15</p> <p>6</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>	<p><b>Annual Variance</b></p>
<p><b>Related Broad Outcome:</b> 9. Support the Economy</p>			

Explanation of Variances

None

## **Agreement**

We jointly agree that this Annual Report accurately documents the outputs that were delivered during the 2007/8 financial year.

**Minister of Communications, Works and Infrastructure  
on behalf of the Cabinet**

**Chairman of the Board  
The Information & Communications Technology Authority**

Date 2008