

CARICOM DIGITAL SKILLS TASKFORCE WORK PLAN



APPROVED BY THE 91ST COTED ICT – 11 FEBRUARY 2022

The following is a Workplan developed to guide the work of the CARICOM Digital Skills Taskforce.

For information, the Mandate for the Taskforce was given by the Council for Human and Social Development:

At the Twenty-Fifth Special Meeting of the Council for Human and Social Development (COHSOD)- Education, held on 17 November 2020,

THE COHSOD:

Agreed to the establishment of a Digital Skills Task Force, for the period of one (1) year in the first instance. The main remit of the Task Force would be to:

- (a) review existing online course offerings which can be used by the Region to support the need for technical skills and certification
- (b) identify specific institutions offering courses which can prove beneficial to CARICOM
- (c) receive and review information from Member States and identify any best practices
- (d) also identify, for adoption by the region, core (skills competencies) which can be pursued at the primary, secondary, university and workforce levels and later lead to certification, including that of the CVQ
- (e) determine the elements of a Digital Skills Strategy for CARICOM
- (f) develop a project proposal to support the roll-out of a Digital Skills programme beginning in 2022
- (g) provide a report for consideration of the COHSOD and the COTED ICT by 30 September 2021

Approved the Terms of Reference of the Digital Skills Task Force

As per the TOR it is anticipated that the work will be as follows:

Specifically, the CARICOM-Digital Skills Task Force will:

- I. **Serve as a coordination body for the development of digital skills in the Caribbean Community (CARICOM)**
- II. Review the report from the Single ICT Space Digital Skills Working Group, as per the mandate of the COHSOD and other related reports
- III. Access reports and other documents from countries, organisations/institutions and regions on the development of a digital skills framework and strategy
- IV. Identify and document a coherent framework that enables persons and organisations to access good digital skills training opportunities that will enable providers to collaborate, improve and innovate
- v. Prepare guidelines with evidentiary support for the production of a comprehensive Digital Education Strategy and/or a Digital Skills Strategy for the Caribbean Community (CARICOM) to ensure the sustainability of the region (SDG 4.4)
- VI. Share experience, knowledge, networks and where possible, resources to further the work of the Single ICT Space and Human Resource Development Strategy- in the area of digital skills
- VII. Prepare a project proposal to the CDB and other development partners, to support the roll-out of a CARICOM Digital Skills programme in 2022

ACTIVITIES IDENTIFIED	KEY/RELATED ACTIVITIES	PROPOSED DATE/PERIOD	RESPONSIBILITY (TBC)
SPECIFIC TO THE WORK OF THE TASKFORCE			
1. Meetings of the Task Force	1.1 Agenda and determination of the format	ONLINE- 2 nd Tuesday of every month (10a.m. to 1p.m.)	CARICOM Secretariat Co-chairs
	1.2 Suggested format - Blended Meetings:		CARICOM Secretariat Co-chairs
	1.2.1 Learning Sessions		

ACTIVITIES IDENTIFIED	KEY/RELATED ACTIVITIES	PROPOSED DATE/PERIOD	RESPONSIBILITY (TBC)
	1.2.2 Working Sessions		
	1.3 Suggested Thematic areas:		
	1.3.1 Demand side e.g., Jobs (what is the outcome that we are looking for)		
	1.3.2 People with disabilities		
	1.3.3 Linguistic front (professional certification, licencing, etc.)		
	1.3.4 How adolescents across the region are transitioning into the world of work		Donnette O’Neill (to assist)
	1.3.5 Mid-career professionals who are experts and how they graft in the digital skills		
	1.3.6 How older persons adapt to digital skills		
	1.3.7 Digital disconnect		
	1.3.8 Future of Work		SA Clarke-Hinds (to assist) CPSO – Ian John (to assist)
	1.3.9 Various economies (digital, gig, green, blue, orange)		CPSO – Ian John (to assist)
	1.3.9.1 Blue economy		
	1.3.9.2 Green economy		
	1.3.9.3 Orange economy		
	1.3.9.4 Gig economy		
	1.3.9.5 Digital economy		
	1.3.10 Managing upwards (CEOs, politicians, Ministers)		

ACTIVITIES IDENTIFIED	KEY/RELATED ACTIVITIES	PROPOSED DATE/PERIOD	RESPONSIBILITY (TBC)
	1.3.11 <i>Managing outwards (citizens)</i>		
	1.3.12 <i>Brain drain</i>		
	1.3.13 <i>Change Management</i>		SA Clarke-Hinds (to assist)
	1.3.14 <i>Innovation and development</i>		
	1.3.15 <i>Unemployment and poverty</i>		
	1.3.16 <i>Cybersecurity</i>		
	1.4 Identification of experts / discussants		Task Force Members
2. Launch and Inaugural meeting	2.1 Opening/launch: Address by the Prime Minister of Grenada;	15 September 2021	CARICOM Secretariat
	2.2 Presentation by International and regional expert on global digital skills - issues and opportunities		ILO, ITU, CEC
	2.3 Working Meeting:		CARICOM Secretariat Co-chairs Task Force members
	2.3.1 <i>Mandate from CARICOM, including TOR, timeframe, etc.</i>		CARICOM Secretariat
	2.3.2 <i>Synopsis of what is the 'end' product or outcome of the Task Force</i>		CARICOM Secretariat Co-chairs
	2.3.3 <i>Listening component – The Task Force members will be able to give their views</i>		CARICOM Secretariat Co-chairs Task Force members
	2.3.4 <i>Consensus Building – how do we go forward</i>		CARICOM Secretariat Co-chairs Task Force members

ACTIVITIES IDENTIFIED	KEY/RELATED ACTIVITIES	PROPOSED DATE/PERIOD	RESPONSIBILITY (TBC)
	2.3.5 <i>Determination of the Steering Committee (core members) and other working modalities</i>		CARICOM Secretariat Co-chairs Task Force members
3. Consultations (virtual) envisaged	3.1 Design a simple questionnaire to aid the Consultations - one (1) month after first Meeting of Task Force	November 2021; February to April 2022	Digital skills working group Task Force Members
	3.2 List of consultations to be developed		Task Force Members
4. Communications strategy for the taskforce (not in the tor)	4.1 Communications:	September 2021- October 2022	CARICOM Secretariat Communications Digital skills working group
	4.1.1 <i>Interviews with Taskforce members (online postings)</i>		
	4.1.2 <i>Short policy papers</i>		
	4.2 Raise awareness / Educate about the importance of digital skills:		
	4.2.1 <i>Regular social Media postings (Monthly)</i>		
	4.3 Encourage and inspire participation in the process by all persons throughout the region:		
	4.3.1 <i>Social Dialogue / webinar series</i>		ILO CARICOM Secretariat
5. Provide an (interim) report	5.1 Preparation of interim report	November 30, 2021	Co-Chairs

ACTIVITIES IDENTIFIED	KEY/RELATED ACTIVITIES	PROPOSED DATE/PERIOD	RESPONSIBILITY (TBC)
for consideration of the Councils on Human & Social Development (COHSOD) and Trade and Economic Development (COTED);			CARICOM Secretariat
6. Provide a draft final report	<i>6.1 Provision of final draft report</i>	August 30, 2022	Co-Chairs CARICOM Secretariat
FROM THE TERMS OF REFERENCE (TOR)			
7. Review existing (incl. online, TVET) course offerings which can be used by the region to support the need for technical skills and certification	<i>7.1 Develop a list of courses that will be beneficial to the region</i>	July 2021 – December 2021	Task Force members Member States TVET entities
8. Identify specific institutions offering courses which can prove beneficial to CARICOM digital skills framework	<i>8.1 Develop a list of institutions offering online courses</i>	July 2021 – September 30, 2021	CANTA CXC Member States / Digital skills working group All task force Members
9. Receive and review information from member states and task force members -	<i>9.1 Sharing information on existing initiatives which support / complement the work of the Digital Skills Task Force (programmes, activities, etc.) on digital skills that currently exist</i>	July 2021- December 2021	CARICOM Secretariat to Member States / Digital skills working group / Task Force Members

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and identify any best practices			
10. Identify, for adoption by the region, core (skills competencies) which can be pursued at the primary, secondary, university and workforce levels and later lead to certification, including that of the Caribbean Vocational Qualification (CVQ)	10.1 <i>Identification of skills competencies</i>	August 2021 to March 2022	CANTA CXC UNESCO ILO
	10.2 <i>Discussion with Sector experts and university/academia experts - new digital demands in specific industries</i>		Taskforce members CARICOM Secretariat and OECS Commission programme leads
	10.3 <i>Workforce development - existing upskilling programs and policies</i>		CPSO
	10.4 <i>Administer stakeholder survey – skills needs anticipation / occupational competencies database</i>	TBD	ILO CARICOM Secretariat
11. Determine the elements of a digital skills strategy for CARICOM	11.1 <i>Possible elements / sections:</i>	September 2021 to December 2022	Taskforce members
	11.1.1 <i>Enabling Policies and Digital skills Framework: Government, youth, civil society</i>		
	11.1.2 <i>Reform of Digital skills programme</i>		
	11.1.3 <i>Nurturing young talent</i>		
	11.1.4 <i>Use of Technology in Teaching & learning</i>		

ACTIVITIES IDENTIFIED	KEY/RELATED ACTIVITIES	PROPOSED DATE/PERIOD	RESPONSIBILITY (TBC)
	<i>11.1.5 Capacity Building and Business Process Re-engineering</i>		
	<i>11.1.6 Resource Mobilisation (technical, human, funding)</i>		
<p>12. Develop a project proposal to support the roll-out of a digital skills programme beginning in 2022</p>	<p>12.1 Data to support, as per the work of the taskforce</p>	<p>May 2022 to July 2022</p>	<p>CARICOM Secretariat</p> <p>Taskforce members</p>