







Table I
Initial And Modified Project Letterheads

	<p>UNESCO/Caribbean Community Multimedia Centre Network 25 Dominica Drive, Kingston 5, Jamaica W.I. Tel: (876) 929-7088/929-7089</p>	
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	<p>UNESCO/Caribbean Community Multimedia Centre Network 25 Dominica Drive, Kingston 5, Jamaica W.I. Tel: (876) 929-7088/929-7089</p>	

**Table II
Equipment Specification
for**

Radio Toco

COMPUTER	HARDWARE	SOFTWARE	ACCESSORIES
Admin Office Connectivity Two dial up accounts with TSTT.co.tt 1) ttfprojects @** 2) dltoco@** 1 email address	<ul style="list-style-type: none"> ➤ 900 MHZ Celeron ➤ 120 MB RAM ➤ 18.6 GB Hard Drive ➤ 40X Lite-on CD ROM ➤ Intel 536EP V.92 Modem (56K) ➤ Via AC 97 Audio Controller ➤ (Sound Card on Board) ➤ Hurricane Wheel Mouse ➤ 17" Dell Monitor 	<ul style="list-style-type: none"> ➤ Windows ME ➤ MS Publisher 2000 with Front Page ➤ Internet Explorer 5.5 ➤ Netscape Communicator ➤ Winamp ➤ Win Media 6.4 ➤ Adobe Acrobat 4.0 (Reader) ➤ Nero Burning Rom 5.5.92 ➤ Paperport Deluxe 7.0 ➤ Winrar (Data Compressor) ➤ MS Office Small business tools ➤ Cheyenne Bitware (address book/organizer) ➤ Mavis Beacon V.11 ➤ MS Outlook ➤ MS Outlook Express 	Harmon Kardon Speakers Canon side Bubble Jet Printer Visioneer one Touch scanner 5800 USB Scanner (8.5" x 11")Bed 6 Plug Surge Protector
Radio pre-production room	950 MHZ and Duron 248 MB Ram 37.2 GB Hard Drive 52 X Benq CD ROM Agrere Systems PCI soft modem 56K Via AC 97 Audio Controller (sound Card on board) Key Mouse Wheel Mouse 15" Proview Monitor Via Tech VT8361/VT8601 Graphics Controller (video card on board)	<ul style="list-style-type: none"> ➤ Windows XP ➤ MS Office 2002 with Front page ➤ Internet Explorer 6.0 ➤ MS Publisher 2000 ➤ Winrar ➤ Outlook Express ➤ Outlook 	<ul style="list-style-type: none"> ➤ Altec Lansing Multimedia Speakers ➤ HP deskjet 845 C ➤ Ink Jet Printer ➤ Tripp Lite Line Conditioner ➤ Plustek Opticpro 12480 Scanner (8.5" x 11" Bed)

COMPUTER	HARDWARE	SOFTWARE	ACCESSORIES
Radio Room Admin office Connectivity Two dial up accounts with TSTT.co.tt 1) ttfprojects @** 2) dltoco@** 1 email address	AOC 15" Monitor AMD Duron Processor 120MB Ram 6 GB Hard Drive 52 X MTRP CD ROM INTEL 536EP V. 92 Modem 56 Via AC 97 Audio Controller (onboard sound card) Key Mouse Wheel Mouse	Windows ME MS Office Small Business Tools MS Publisher 2000 MS Office 2002 with Frontpage Netscape Comm. Real Player G2 Win Amp Win Media Player Ver: 7.0 Ms Outlook XP MS Outlook Express	HP Deskjet 840C Inkjet Printer B Plug Surge Protector Multimedia Speaker

Table III

**Equipment Specification
for**

Radio GED

QTY	Model	Processor	Speed	RAM	Storage	CD	Sound	DVD	OS	Net	Internet	Comment
	Wallpaper Newsletter											
1	Dell	Pentium 4	1.5 ghz	128 mb	40 gb	CDRW	yes	yes	Windows XP	no	no	
	HP Laserjet 8150											
	Nikon Coolpix Digital Camera											
	Video Production											
	Purple Tower	Pentium iii	1 ghz	512 mb		yes	yes	no	Windows NT Workstation	no	no	IEEE1394 connection for Video capture and Dual Monitor
2	SVHS Panasonic Video Recorder											
1	Laserjet 2100											
	HP Scanjet 6100c											
2	Premio	Pentium	300 mhz	64 mb	2.3 gb	yes	yes	no	Windows 98	no	no	
1	IBM Aptiva	AMD K6		32 mb	4 gb	yes	yes	no	Windows 98	no	no	3 monitor and a cpu out of use
	Admin & Support Staff											
1	Premio	Pentium ii	350 mhz	64 mb	10 gb	yes	yes	no	Windows 2000	no	no	
1	IBM Aptiva	AMD K6		64 mb	6 gb	yes	yes	no	Windows 98	no	yes	Dialup modem
	HP Laserjet 2200 DTN											
2	IBM Netvista	Intel Celeron	1 ghz	128 mb	19 gb	yes	yes	no	Windows 2000	no	no	
2	HP Professional Printer 2000c											
2	Photocopier Riso Graph 6300											

Caribbean Community Multimedia Centre

3	Laptop	Pentium iii	1 ghz	128 mb	25.3 gb	yes	yes	no	Windows 2000			1Acer with CDRW drive
1	Epson Power lite 710c Multimedia Projector											
1	Dar-Lite Screen											
	Studio 1											
1	Dell	Pentium iii	800mhz	128 mb	80 gb	CDROM CDRW	yes	no	Windows 2000	yes	yes	10/100 Network linking both studios Internet access dialup 56k modem 17" Monitor
2	Technics' SC 1200 M3D Turntables											
2	Pioneer CDJ 500II											
1	Mackie 160H VCII On Air Console											
1	Symmetrix 422 Compressor											
2	Marantz DMD 510 Independent Double Cassette Deck											
1	Alisry Midi Verb - Effects											on loan from Michael Clarke
1	Nigel B Surge Supressor											
2	Audix Powered Studio Monitor											
1	Eventide Mode VR 204 Digital Audio Logging System											
1	Solid State Prametric Equalizer											on loan from Michael Clarke
1	20 Watt Transmitter											UNESCO
1	APC 420 UPS											30 min Backup time for computer and Logger
1	Nippon America Power Supply											Provide power to Antenna transmission

Caribbean Community Multimedia Centre

													5mls radius
	Audio Technica 3 Microphone												
	Marantz CD Player 1 Tape 3 Deck												in storage tapedeck below broadcast quality
	Studio II												
1	Premio	Intel Celeron	500 mhz	64 mb	30 gb	yes	yes	no	Windows 98	yes	yes		Access Internet via Proxy Server
	1 DAT Machine Tascom DA 30 MK II												
	Mackie 1402 VCII On Air Console 1 (Studio Mixer)												
	Pair 1 HeadPhone												
	Technics SC 1200 M3D 1 Turntables												

Table IV

**Equipment Specification
for**

Roots FM

Location/user	Computer Hardware	Software	Radio & PC Acessories
On-air studio / Mark Watson	<ul style="list-style-type: none"> - Clone - 64 Mb RAM - 40 Gb Hard drive - 14 Gb Hard drive - 	<ul style="list-style-type: none"> - OS Win 98 - Cool Edit - Sound Forge 	<ul style="list-style-type: none"> - Two turntables - CD player - Cassette Recorder - Microphone for on-air interaction - Microphone Mixer - Mixing Board used to control the fading in/out with the other equipment in the studio - Hybrid used to phase in telephone calls - Mallard transmitter used to support studio equipment
Production Studio / Mark Watson	<ul style="list-style-type: none"> -Clone - 64 Mb RAM - 14 Gb Hard drive - Jazz Drive - 	<ul style="list-style-type: none"> - Sound Forge - Cool Edit 	<ul style="list-style-type: none"> - Reel to reel used for commercials - Radio tuner used to monitor other radio stations - Technics CD Player - JVC tape recorder - Mixer board -

Table V

Project Web Site –Initial Content Structure



Table VI

On-Site Familiarization Visit to Radio TOCO

(Submitted by Project Coordinator: Vilma Gregory-vgregory3@yahoo.com)

PROJECT ACTIVITIES	OUTCOMES / FINDINGS	Status
<p>Community Radio Workshop “Empowering families through community radio”</p> <p>Contact: Susan Branker Project Director Caribbean Support Initiative (CSI)</p> <p>Leroy Serapio-Director Toco Youth & Sexuality Project</p>	<p>Presentation made by Project Coordinator on “Digital production methodologies and webcasting” . Invited participants to describe own use of ICT for radio community.</p> <p>Received country briefings on community radios in Trinidad, Guyana, Suriname, Jamaica, Barbados and South Africa.</p> <p>Did family tours with Toco community members and Radio Toco parenting group members.</p> <p>Witnessed community baseline study methods in action -on parenting . Leroy Serapio identified for baseline study.</p>	Done
<p>I) Meeting with Radio TOCO management, staff and stakeholders</p> <p>-Mr Michael Als Project Director TOCO Foundation</p> <p>-Ms Vera Edwards CEO –Radio TOCO 106.7 FM</p>	<p>Project expectations from UNESCO and Radio TOCO discussed.</p> <p>Workplan activities refined. Project activities of TOCO Foundation explained.</p> <p>Meeting with on air announcers, administrators, news room staff, kitchen & catering staff .</p>	Done
<p>II) Familiarisation tour and assessment of premises:</p> <ul style="list-style-type: none"> - Radio Station - Distance Learning Centre - Cafeteria - Kitchen & Catering area - Community Centre area 	<p>Project activities explained for Community Centre, TOCO Foundation and Radio TOCO.</p> <p>Reasonably large open space area used for workshops in community such as the one on parenting.</p> <p>Radio station furniture in need of upgrading –staff expressing physical discomfort though enthusiastic about job. Space seems adequate. Visible need for radio production and pre-production digital equipment and in need of more</p>	Done

<p>-New eco-tourist building and land space</p>	<p>space for station guests.</p> <p>New building and 5 acres of land space being readied for Jan 2003 and owned by TOCO Foundation. Will be used to offer accommodation, nature trails etc.</p>	
<p>III) Internet connectivity review- TOCO as “network hub”</p> <p>-Radios station office area with access to 6 machines</p> <p>Contact: Linda Hinds Administrative Officer</p> <p>-Distance Learning Centre</p> <p>Contact: Anselm Gerald-Tutor Cumisha Ragoo-Tutor</p>	<p>Very unreliable connection with regular speed fluctuation and disconnections during visit.</p> <p>Speed fluctuated from 49Kbps to 26kbps over a three day period . One connection shared with three computers and telephone on computer used to make and receive calls.</p> <p>Urgent need to upgrade Internet service and acquire more phone lines-expressed problems with local telecommunications monopoly supplier.</p> <p>Internet used for e-mail access, net browsing and messaging.</p> <p>Computer prepared for accessing Internet in Distance learning room is non-functional so no access available there.</p>	<p>Done</p>
<p>IV) Radio equipment review</p> <p>- On air studio</p> <p>Contact Announcers: Wendy Anselm Keith</p>	<p>Review of mixing board, cassette player, CD players, microphones, walkman, CD and cassette storage.</p> <p>Equipment in urgent need of servicing. Staff does a lot of make shift repairs and there is frequent electrical problems.</p>	<p>In –complete due to staff absence</p>
<p>V) ICT Review :</p> <p>- Administration Office - Radio Room - Distance Learning Centre</p>	<p>Specifications taken for all hardware and software available. Current back up, maintenance, staff skills, training, network administration and user skills identified.</p> <p>Administration Office & Radio pre-production room well equipped for Multimedia playback of software and audio CDs and CD-ROMs.</p>	<p>Done</p>

<p>Contact: Linda Hinds Administration Officer</p> <p>Contact: Anselm Gerald-Tutor Cumisha Ragoo-Tutor</p> <hr/> <p>- 1 Multimedia PC in Admin Office</p> <p>- 2 Multimedia PCs in Radio room</p> <p>- 5 low powered PCs in the Distance Learning Centre</p>	<p>However uncertainty exists regarding ownership licence for software on systems or availability of original software. One CD-Writer available, scanner, speakers, sound and video cards. Relatively new systems.</p> <p>Inadequacy of Distance Learning Centre computers for Multimedia projects. Weak specifications for the CMC project and also very badly maintained .</p> <p>Problem with lack of former support from the Government for the Distance Learning programme to resolve. 800+ persons said to be trained in the past.</p>	
<p>VI) Business Plan brainstorming:</p> <p>-Business meeting held with Mr Michael Als and Ms Vera Edwards</p>	<p>Plans discussed for the following services: cyber café, community office services, Multimedia CD-ROM presentations and applications, digital audio services, web site design and development, streaming ads.</p> <p>Plans discussed for sponsorship and funding of each of the projects for radio broadcasting-after community workers and staff would have been trained.</p> <p>New “eco-tourism” building and land space of 5 acres suggested for Multimedia workshops in TOCO –to invite Trinidadians and other regional project participants. A lot of confidence expressed in ability to attract clientele.</p>	<p><i>Ongoing</i></p> <p><i>Prices to decide for services after more training</i></p>
<p>VII) Baseline Study:</p> <p>-One page questionnaire given to 19 community project workers and some members of Radio TOCO –see project</p>	<p>Reasonable good knowledge of computer applications noted eg. word processing, spreadsheets -two or three persons exposed to databases.</p>	<p><i>Ongoing-to do with new format –Leroy to do</i></p>

<p>breakdown:</p> <p>Distance Learning -2 Youth & Sexuality – 4 Parenting – 3 Radio TOCO- 2 Eco-tourism – 3 Women in Action – 2 Young Farmers – 3</p>	<p>Community use of ICT identified in schools and at the TOCO Distance Learning Centre. Very good knowledge of computer “wiz kids” and community resources in ICT expressed with names of individuals and institutions provided.</p> <p>Needs and demands expressed-online Radio TOCO, database skills for data collection and analysis, more Internet access, web design skills, programming and graphics- expressed by community participants.</p>	
<p>VIII: Training needs assessment –</p> <p>Six hour Multimedia workshop done with some amount of hands-on exposure to 19 community project workers- delivered by Project Coordinator and team on the following:</p> <ul style="list-style-type: none"> - electronic & multimedia presentations - static , multimedia and dynamic web sites - use of web animation with sound - e-learning examples - digital Radio/TV example <hr/> <ul style="list-style-type: none"> - hands-on voice digitising with 	<p>Initial training done with 19 trainees identified. Hands-on initial exposure given for digital audio editing techniques-done on a project and group basis-well received.</p> <p>Specialised content explained for follow up sessions: digital editing, multimedia presentation, ICT management, radio browsing-aspects to be put online.</p> <p>Non-familiarity with Multimedia components – all 5 aspects since no digital editing experience. Great enthusiasm expressed towards CMC and demo of Multimedia components .</p> <p>Initial storyboarding of 6 projects done by community workers for a Multimedia Presentation and for online archiving to assist current radio personnel.</p> <p>Practical target of 12 Multimedia- aware announcers set by Mr Als –to be selected from group of 19 and to start immediate radio production work for projects in an effort to boost radio programme content.</p> <p>Follow up training date- January '03.</p> <p><i>Training hub concept in Barbados strongly</i></p>	<p><i>Done</i></p> <p><i>To receive draft content for story-board come Jan '03</i></p>

<p>computers, microphones and software</p>	<p><i>rejected by Mr Als on the grounds that Radio GED is not a community radio and that Radio TOCO could provide the training in collaboration with an institution for certification. Urgent need to resolve this potentially explosive issue.</i></p>	
<p>IX: Radio TOCO web site planning and design</p>	<p>TOCO Foundation web site discussed and analysed – need for Radio TOCO site expressed.</p> <p>Content collected: brochures on Foundation</p> <p>Preliminary content structure identified: history, projects, uniqueness, awards, newscasting & outreach, programme schedule, staff & stakeholders, how to get “radio TOCO”, constitution and rules, links to Foundation</p> <p>Eco-tourism look and feel for web site will be the tropical Toco environment-butterflies, sound of waves, rural images, fishing and farming experiences etc.</p> <p>Functions identified: project database and survey findings to query, membership form, pledge form, banner ads, online course registration</p> <p>Project web site explained and project logo presented. Feedback expressed for a microphone icon or some representational item.</p>	<p>Video clips and images to get from TIDCO etc.</p>
<p>X: Community Tour</p> <p>-Cumana SDA Primary School</p> <p>Contact: Ms Glenda Harry-Nero Principal</p> <p>Richard Graves Computer tutor</p>	<p>Six computers and one server available to students with adult classes given to community in basic computer literacy. No telephone available and no sound cards. Strange request by Government to stall use of machines over the last year until “official launch”. Systems supported by Ministry of Education project.</p> <p>Similar equipment and situation at Anglican school i.e. training of students on hold for over one year .</p>	<p>Done</p>

<p>-TOCO Anglican Primary School</p> <p>Contact: Ms Myrline Beckles Mr Ezrel Peters-Tutor</p> <p>-TOCO Composite Secondary School</p> <p>Contact: Mr Kendall Johnson Principal Anselm James Trainer and Repair Technician</p>	<p>Minimal training being given to teachers who use systems for letters, classwork assignments etc.</p> <p>14 PCs available with scanner, printer, CD-ROMs. No Internet access.</p> <p>Successful computer training programme with CXC and A'Level Computer passes. Good rural community model and in close proximity to Radio Toco –use of graduates to teach current classes.</p> <p>Concern that not able to meet the needs of wider community due to resource constraints.</p>	
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Table VII

On-Site Familiarization Visit to Radio GED
(Submitted by Project Coordinator: Vilma Gregory–vgregory3@yahoo.com)

PROJECT ACTIVITIES	OUTCOMES / FINDINGS	Status
<p>I) Meeting with Barbados Community College (BCC) / Radio GED management, staff and stakeholders:</p> <ul style="list-style-type: none"> - Mrs Norma Holder: Principal - Lady Sandiford: Deputy Principal - Mr McFarrel Howard: Senior Tutor - Ms Cynthia Nelson: Station Manager 	<p>Got overview of BCC from Principal, history of relationship with UNESCO from Lady Sandiford, specific activities of Radio GED and details of Associate degree programme from Mr McFarrel and Ms Nelson.</p> <p>Project expectations discussed with all stakeholders.</p> <p>Workplan activities refined with Mr McFarrel and Ms Nelson.</p>	<p>Done</p>
<p>II) Familiarisation tour and assessment of premises:</p> <ul style="list-style-type: none"> - Radio GED - Fine Arts Division with Graphic Arts Dept. also visited but not assessed 	<p>Visited the two production studios, the classroom and working area for student computer access and administrative section of Radio GED</p> <p>Documentation of activities, facilities and constraints. Rough sketch made for extension of space and improved use of current space. Observation of current space problems for wider community access while students around .</p> <p>Data gathering of brochures, images and video with digital camera/camcorder</p>	<p>Done</p> <p><i>Furniture and extension quotes to be supplied by Radio GED by end of Dec.' 02</i></p>
<p>III) Internet connectivity review</p> <ul style="list-style-type: none"> - Library area with access to 6 machines - Dedicated connection services both the Administration block 	<p>Test conducted in library area only since account at Radio GED not yet activated. Usage stalled due to need for student control policy since linked to single on air production computer ...access & efficient use issues to resolve.</p> <p>Connectivity is average dial up speed of 56Kbps and provided by Cable & Wireless .</p>	<p>Done</p>

<p>and the library on campus</p> <p>Contact Person:</p> <p>Mr Jason Hinds Systems Administrator</p>	<p>Possibility of including library as community access area discussed as space problems alleviation measure.</p>	
<p>IV) Radio equipment review</p> <p>- Studio I & II</p> <p>Contact Person:</p> <p>Mr Michael Clarke Studio Technician (part time)</p>	<p>Review of 3 digital audio editing software i.e. SoundForge, Vegas and Wavestation. Review of basic techniques taught to students.</p> <p>Need for better methodologies for techniques taught in digital audio editing – before sharing with other project radio stations.</p> <p>Review of physical components eg. 2 CD players, 2 tape recorders, 2 turntables , mixer, monitors, audio consoles, microphones.</p> <p>Commercial broadcast quality digital studios observed. Need for better storage plans of students projects not now being archived . Will need to resolve for community access. And application projects.</p>	<p><i>Done</i></p>
<p>V) ICT Review on BCC campus and Radio GED :</p> <p>- Radio GED studio facilities</p> <p>- Radio GED Computer access area facilities</p> <p>- Library facilities</p> <hr/> <p>- 6 Computer labs used by Computer Studies</p>	<p>Specifications taken for Radio GED hardware, software and accessories. Current back up, maintenance, staff skills, training, network administration and user skills identified.</p> <p>Inadequacy of part-time support noted- will need major HR support for wider community. Need to include the System Administrator and other on-site expertise noted. Machines will also need to be included in campus routine maintenance procedures –currently not being done.</p> <p>Software licensing issues now being rationalized for entire campus and a proper networking infrastructure to be implemented. Currently 2 studio machines are on peer to peer network.</p>	<p><i>Done</i></p>

<p>- Computers used by Fine Arts students (Macintosh computers)</p>	<p>8 machines in computer access area being used: one for video editing, others for desktop publishing and news report preparation by Print, TV and Radio students –space problems evident.</p> <p>Very good presence of Multimedia accessories at Radio GED i.e. multimedia projector, 3 multimedia notebooks,digital camera, broadcast digital camcorder, scanner, CD writer - also laser printer, fax and photocopier</p> <p>Library internet access machines have sound cards but very slow specifications and in need of upgrading for community access.</p> <p>Approximately 400 machines on BCC campus with 3 labs on Windows NT.</p>	
<p>VI) Business Plan brainstorming:</p> <p>-Preliminary endorsement for viable CMCs endorsed by Lady Sandiford</p> <p>-Business meeting held with Mr Howard and Ms Nelson of Radio GED</p>	<p>Suggestions made by Mrs Holder & Lady Sandiford to work with community computer project of Ministry of Social Transformation.</p> <p>Commercial licence details need to be shared with Radio GED for proper planning.</p> <p>Need to start re-entering community as before when students covered Independence, shops etc.</p> <p>Income generating projects discussed such as voice overs, music videos, digital audio recordings.</p> <p>Web cast earning models discussed such as streaming ads and subscription but would need dedicated server to do so</p> <p>Constraint for income generation with the web and ads would be the limited 5 mile transmission reach and the need for a business manager to do same</p>	<p><i>Ongoing</i></p>
<p>VII) Baseline Study:</p> <p>-One page questionnaire given to 18 Radio GED students on ICT training,</p>	<p>Good student knowledge of computer applications noted eg. word processing, spreadsheets, database and desktop publishing.</p>	<p><i>Ongoing-to do with other communities</i></p>

<p>personal use of ICT and community use of ICT</p> <p>Multimedia sensitising 90 minute presentation given by Project Coordinator to students on the foll:</p> <ul style="list-style-type: none"> - Electronic & multimedia presentations - static , multimedia and dynamic web sites - use of web animation with sound - e-learning examples - digital Radio/TV example 	<p>Non-familiarity with Multimedia components – except for digital audio techniques. Great enthusiasm expressed by students towards CMC and demo of Multimedia components .</p> <p>Very little knowledge of wider community ICT needs expressed.</p> <p>Needs and demands expressed-online GED, more Internet access and web design skills expressed by students</p> <p>Web site content areas identified by students: sports, music, history of GED, year book, newsletter and discussion board</p>	
<p>VIII: Training needs assessment –Radio GED as the hub</p>	<p>Trainees identified: Ms Nelson, Mr Howard, Ms Harewood, Mr Todd and Mr William Powell</p> <p>Content confirmed: digital editing, multimedia presentation, ICT management, radio browsing-aspects to be put online</p> <p>Broadcast course to be offered by Radio GED not possible before August '02 due to campus activities and other deadlines-.</p> <p>Training date set for February '03. Existing skills documented.</p> <p>Training hub concept to be revisited in terms of location-perhaps in one of labs or at off campus Industrial Service Unit (ISU) with 50 Multimedia and high speed Internet machines</p>	<p><i>To receive draft content come Jan '03</i></p>
<p>IX: Radio GED web site planning and design</p>	<p>Web site content submitted by students – mentioned in baseline study.</p> <p>Content collected: sample audio clips, Radio GED logo, images</p>	<p><i>Video clips to get</i></p>

	<p>Other content ideas submitted from Mr Howard: on air programming, announcer schedules, staff roles, promos, jingles, talkback</p> <p>Project web site explained and project logo presented. Feedback from Ms Nelson- logo too close in design and acronym to Caribbean Media Corporation (CMC)</p>	
<p>X: Community Tour</p> <p>-Industrial Service Unit (ISU)</p> <p>Contact: Heather Cole Director</p> <p>- UWI, Cave Hill</p> <p>Contact: Dr Gladstone Best-TLRI Mr Patrick Gill & Mr Ennis –Computer Centre Ms Carole Distance Education</p> <p>-Hospitality Institute Mrs Holder</p> <p>Museum visit postponed due to Independence activities</p>	<p>Areas identified by Radio GED</p> <p>ISU has 2 impressive labs with high speed Internet and multimedia machines –grossly underutilized in the days and seen as money making arm of BCC-major opportunities available.</p> <p>UWI has educational multimedia lab and has been experimenting with online courses –could be used in the project as back up resource</p> <p>Hospitality Institute is good model for students activities in industry model as seen by Radio GED for the new CMC network-impressive resource centre with reliable Internet and hotel facilities</p>	<p>Museum to visit</p>

Table VIII

On-Site Familiarization Visit to Roots FM
(Submitted by Project Coordinator: Vilma Gregory–vgregory3@yahoo.com)

PLANNED ACTIVITIES	PLANNED OUTCOMES	WHO?	WHEN?
1) Familiarisation tour and assessment of premises	Gain awareness of activities, facilities, constraints Data gathering with digital camera and digital camcorder	Colin Cholmondeley-Chair	Thursday, Nov 7 10:00-10:30 a.m. Done
2) Meeting with management, staff and stakeholders	Review of project and workplan activities Understanding of expectations from UNESCO and from Roots FM	Chair Father Ramkisoan-Mustard Seed Hugh O'Reilly-Zinc Link cyber café	Thursday, Nov 7 11:30 a.m.-12:00 noon Done
3) Internet connectivity review	Testing of conditions i.e. reliability, speed, efficiency and access	Hugh O'Reilly	Done Friday Nov 15 10:00-11:00a.m
4) Radio equipment review	Identify existing equipment-functional and non-functional and document any purchasing needs	Mark?	Done Friday Nov 15 11-12:00 p.m
5) ICT situation review	Identify and assess main inputs and outputs i.e. hardware, software, accessories, maintenance, back-up, staff skills and training, network administration, user skills	Colin Cholmondeley?	Ongoing Friday Nov 15 12:00-1:00 p.m.
6) Business plan brainstorming	Identify income generating projects using ICT and identify any funding possibilities	Colin Cholmondeley	Thursday Nov 7, 15 Work in progress
7) Baseline study	Identify current use of ICT in community, their needs and demands, possible prices for new services- plan use of community questionnaire	O'Reilly	In progress Monday Nov 18 2:00-5:00
8) Training needs assessment-	Plan logistics for training, state content, deadlines- plan preliminary training programme	?	Friday Nov 15 10:00-11:00 a.m.
9) Roots FM web site planning and design	Identify and assess content sources, decide on look and feel, decide on functions and content structure, multimedia features etc.	?	Friday Nov 15 11-12:00 p.m

10) Community tour	Identify and if possible visit main stakeholders, organizations etc.	?	Wed Nov 20 2:00 – 5:00 p.m.
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Note:

- Please make any modifications deemed necessary based on persons, availability and scheduling. Changes to be submitted to vgregory3@yahoo.com
- VILCOMM team members: Vilma Gregory, Linden Holness, Colin Gregory, Heather Sutherland

Table IX
Radio GED

Community Participants: Students

Name	Email
Nicole Sharde Howell	howellnicole@hotmail.com
Paula Jackman	jackmanpa@hotmail.com
Jacqueline Jones	Leonam2@hotmail.com
Aisha Reid	Timberlandcrew@hotmail.com
Shanteue Griffith	Niambi_g@hotmail.com
Shamkoe Pile	Sham_koe@hotmail.com
Jamal Hall	madeash4evr@hotmail.com
Jennel Seale	bajanseale@hotmail.com
Fabian Branch	fabybugak@hotmail.com
Jason Harper	
Janelle Coppin	yelodott@yahoo.com
Arlina Graham	Arlinagraham673@hotmail.com
Jamal Milan Jason Connel	jamal_connel@hotmail.com
Sheldon Fraser-Sealey	Saf2ybigfeet@yahoo.com
Fernella Sanson	funela@hotmail.com
Teneille Doyle	Teneilled@hotmail.com , Teneilled@yahoo.com
Natalie Mason	Natalie4@hotmail.com
Rohan Sealy	Rohan56@hotmail.com

Table X
Radio Toco

Community Participants

Name	Project
Anselm Gerald	Toco Distance Learning Centre
Kennisha Marshall	Matelot Community College/ Young Farmers
Lisa is Springer	Toco Youth Sexuality Projects
Cumisha Ragoo	Toco Distance Learning
Elizabeth Serapio	TYSP
Rachael Joeseeph	Toco Youth Sexuality Projects
Francia Davis	Toco Youth Sexuality Projects
Jacqueline Jones	Parenting Project
Esmond A Peters	Parenting
Tricia Mills	Parenting
Wendy Diaz	Radio Toco 106.7 FM
Karen Cozier-Phillip	Radio Toco
Elicia Bissom	Eco Tourism
Karlene Davis	Eco Tourism
Roma Price	Eco Tourism
Ruth Jones	Toco Foundation & WADP
Venis Williams	WADP
James Ottley	Cumana Young Farmers
Charmaine Goitia	Young Farmers

Table XI: Workplan for Phase I of Project

**Integration of Traditional and innovative technologies for community development (Caribbean Multimedia Centre) (CMC) Project 501/int/60
23 October 2002**

Workplan

Project Coordinator (PC): Vilma Gregory

DELIVERABLE I: NEEDS ANALYSIS- Tasks	How?	Who? / Timeline
<p>CONTRACT: Sign contract with UNESCO</p>	UNESCO Caribbean HQ in Kingston	Advisor Mrs Josiah October '02
<p>SPACE FOR COORDINATOR: Occupy space at Roots FM</p>	UNESCO coordination	
<p>OFFICIAL LAUNCH OF PROJECT - inform stations that project is being launched using project letterhead-inform communities and stakeholders; PREPARATION OF PROJECT INFORMATION BROCHURES</p>	Design letterhead ;send e-mail and start project web site	PC Vilma Gregory November '02
<p>EQUIPMENT REVIEW: -review existing equipment orders with a view to purchasing necessary equipment - INFORM stakeholders when equipment is on its way and verify all is in place at the premises</p>	Data gathering from stations	PC November '02
<p>ON-SITE PROJECT VISITS: Visit each station: Roots FM (Jamaica), Radio GED (Barbados Community College-BCC), Radio Toco (Trinidad & Tobago) Radio Cocodrilo (Cuba) - do familiarization and assessment of premises -get to know management and staff and all stakeholders - ensure Internet connectivity (foresee assistance to costs if necessary) -undertake baseline study (engaging appropriate local expertise); submit report to UNESCO's office for discussion and follow-up - report on actual ICT situation - advise station re equipment installation - use project web site to communicate - start design of station web sites where necessary -start business plan brain storming</p>	<p>Schedule: Jamaica: Nov 11-15 Cuba Nov 18-23 Barbados & Trinidad Nov 25-30</p> <p>Start design of project web sites in consultation with B. Gerard, www.comunica.org and C Arnaldo at http://arnisdigital.free.fr post online questionnaire, discussion forum for UNESCO Advisor</p>	<p>PC and 1 E-tutor to visit</p> <p>1 Graphic Designer for interface design and digitising</p> <p>Programmer-discussion forum & database management</p> <p>Nov '02</p>
<p>TRAINING: -undertake hands-on initial training as necessary, and particularly for local coordinators identified at each station</p>	Face to face training ,	PC

<ul style="list-style-type: none"> -prepare training programme on-site based on observations during visit -put mechanism in place complete with workplan to ensure that staff training is carried out -give deadlines and ask for reports -identify person for network administration assistance - Coordinate the development and delivery of necessary training: kind of training and specific fields e.g. management of the CMC, ICT skills and income generating projects, basic ict trouble-shooting, 	<p>use of CD-ROMs, DVD-ROMs and online resources</p> <p>Close collaboration with the proposed training hub of the Barbados Community College/Radio GED; as well as the Zinlink Internet Café /Roots FM (Jamaica);</p>	<p>1 e-Learning tutor</p> <p>Nov '02- Dec '02</p>
<p>ON SITE EXPERTISE:</p> <p>-Research and identify expertise on-site for use in the project and incorporation in a database</p>	<p>Interviews with stations, community, associations and universities</p>	<p>PC</p> <p>Nov '02</p>
<p>PRELIMINARY EVALUATION AND PROJECT ASSESSMENT TO DATE</p>	<p>Document report</p>	<p>PC</p> <p>Dec '02</p> <p>END OF FIRST CONTRACT PERIOD</p>
<p>DELIVERABLE 2: Network implementation</p>		
<p>MANAGEMENT:</p> <ul style="list-style-type: none"> - prepare premises where necessary - deploy community contribution and human resources - identify equipment and software specifications - source suppliers - get local maintenance contracts - install new equipment where necessary 	<p>Coordinate with Advisor and station managers</p>	<p>PC</p> <p>Dec '02</p>
<p>SPECIALISED TRAINING:</p> <ul style="list-style-type: none"> -conduct training in management and administration of the new centre - conduct training with network administrator - conduct training of specialized software e.g. audio editing and streaming audio - train staff in radio browsing techniques - introduce community leaders, teachers and entrepreneurs to CMC's IT resources - design online mini courses -local content development etc. 	<p>Face to face and online mini-course, CD-ROMs and DVD-ROMs where possible</p>	<p>PC</p> <p>Network administrator</p> <p>E-tutors</p> <p>Dec '02- mid-Feb '03</p>
<p>REGIONAL NETWORKING</p> <ul style="list-style-type: none"> -develop and program an e-groups forum for all participants in an Intranet section on project web site - design and develop online trouble shooting application <p>Databases:</p> <ul style="list-style-type: none"> - design specifications document for database design to give to web and database programmers 	<p>Use of web site's Intranet section with passwords and user names for project participants</p> <p>Use of programming tools such as JAVA</p>	<p>PC</p> <p>Web programmer</p> <p>Web programmers</p>

<ul style="list-style-type: none"> - design and develop online and CD-ROM common database for locally produced radio programmes - design and develop online and CD-ROM common database for selected radio browsing sites - design and develop a common database over IT problems and how they were solved -create connection to other national and regional CMC networks and relevant online resources 	<p>and ASP to provide for real time online updating during and after project.</p>	<p>Dec '02-Jan'03</p>
<p>MID-WAY EVALUATION & WORKPLAN ADJUSTMENT</p> <ul style="list-style-type: none"> - evaluate project at each site and its implementation - select additional community centres to include - give advice on mentorship - identify procedures for including new centres - revise the remaining work plan based on evaluation results 	<p>Report document</p>	<p>PC and CMC staff</p> <p>Feb '03 END OF SECOND CONTRACT PERIOD</p>