



TECHNICAL OPERATIONS COMMITTEE CHARTER

INTRODUCTION

The Technical Operations Committee provides support and recommendations to the Spectrum Management Authority's Board of Directors on strategic decisions, primarily concerning technology related aspects of the Spectrum Management Authority's operations - as defined by its Board of Directors.

DUTIES AND RESPONSIBILITIES

The Committee will review and where applicable, make recommendations to the Board on submissions related to the following:

- Technical issues related to:
 - Developments related to new and emerging wireless technologies and their impact on Jamaica's ICT sector, operators and citizenry
 - Jamaica's Spectrum Management and Regulatory framework
 - Compliance with ITU, CTU, CITELE Spectrum harmonization, Radio regulations, Standards and best practises
 - SMA's compliance with GOJ's policy on ICT, Cyber Security, ERM, E-governance, Energy diversification
 - SMA's technical resources and capacity to meet industry demands
- Legal issues related to:
 - Telecommunications Legislations and Regulations
 - Recommendation for legal action to be taken by the Authority
- Policy and Strategic Planning Issues related to:
 - Spectrum Pricing
 - Methods of awarding spectrum
 - Establishing Spectrum License Fees
 - License Application process
 - Telecommunications Policy – National Telecommunications Regulator
- Information and Communications Technology matters
 - Strategic plans for core ICT infrastructure
 - Approval of major ICT facilities and services
 - Disposal of decommissioned ICT facilities
- Any other matter related to the technical operations of the Authority referred to the committee by the Board and Managing Director.

MEMBERSHIP OF THE COMMITTEE

Membership of the Technical Operations Committee comprises of a minimum of (4) Directors, inclusive of chairperson, as nominated by the Board. The majority of the members of the Committee should have knowledge of Information and Communication Technology (ICT) and at least one member of the Committee should be an Engineer.

Co-opted members should be a maximum of two (2) members and should not exceed the number of board members on the Committee.

The Committee may invite from time to time members of the Management team or persons approved by the Committee to provide such pertinent information as the Committee request, such invitees shall not be allowed to vote or constitute a quorum.

MEETINGS OF THE COMMITTEE

The Committee is a standing committee of the Board and as such meetings are held at the offices of the Spectrum Management Authority at 13 – 19 Harbour Street, Kingston on the second Wednesday of each month, commencing at 12:00 noon.

Where three (3) or more members of the committee are in attendance that shall constitute a quorum, provided that at least two (2) members in attendance are Directors. In the absence of the Chairman of the committee, the members gathered shall nominate a Chairman for the meeting.

Members may participate in meetings using electronic means.

Recommendations made to the Board are generally expected to be based on consensus among Committee members. However, where minority opinions and personal comments represent material differences, these are to be duly included in the notes and reports submitted to the Board.

The committee shall keep detailed records of its meetings and such records shall be made available to the external auditor and any examiner of the Authority during any external audit or examination. A copy of the records of each meeting is to be made available to the Secretary of the Board.

Special meetings (unscheduled) of the committee may be convened by the Chairman in order to address matters of immediate importance to the operations of the Authority.

REPORTING RESPONSIBILITIES:

After each meeting, the Committee shall submit a report to the Board on the Committee's activities, findings and related recommendations.

CONFLICT OF INTEREST:

Where there is a conflict of interest, the Committee Member so affected shall declare his/her interest to the Committee Chairman, and the details of the conflict are to be recorded by the Secretary. That member shall not participate in the deliberations and

decisions on the particular matter and will recuse himself/herself from the discussion in respect of those interests during the period of discussion of the matter.

REMUNERATION:

Members of the Committee will be compensated for meetings attended as per the guidelines of the Ministry of Finance.

REVIEW

The Charter shall be reviewed annually or at such intervals as the Board may require.

RECOMMENDED by the Technical Operations Committee:
2019 August 20

REVIEWED by the Corporate Governance Committee:
2019 September 17

ADOPTED by the Board of Directors:
2019 September 26

