



# EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY [ECTEL]

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9<sup>th</sup> July, 2024

Chairpersons  
National Telecommunications Regulatory Commissions

Dear Chairpersons,

**Re: The Development of an Accounts Receivable Policy and Strategy for the Eastern Caribbean Telecommunications Authority (ECTEL) Headquartered in Saint Lucia**

Reference is made to the above subject captioned.

Following consultations with the management of the Directorate, ECTEL's Board of Directors ('Board') highlighted that the high levels of Accounts Receivables balances, represent a principal risk to the operations of both ECTEL and the National Telecommunications Regulatory Commissions ('Commissions'). As such, the Board recommended the development of an Accounts Receivable Policy and Strategy for ECTEL.

In accordance with these instructions, Terms of Reference ('TORs') for an Accounts Receivables consultancy were developed and approved by the Board, at its 98<sup>th</sup> Meeting held on 25<sup>th</sup> June, 2024. The TORs will be published on Tuesday 9<sup>th</sup> July, 2024.

The duration of the consultancy to develop an Accounts Receivable Policy and Strategy for the ECTEL, is proposed to be a period of six (6) months. The Commissions, which are critical to collection of spectrum fees in accordance with the Telecommunications (Fees) Regulations in each Member State, will therefore be consulted by the Directorate and the selected Consultant, at the appropriate time.

The Directorate looks forward to the support of the Commissions for the successful development of an Accounts Receivable Policy and Strategy for ECTEL. In that regard, please find attached the Requests for Proposal ('RFP') for this consultancy. The Directorate requests your assistance with publishing the RFP on the Commission's website.

Should you have any questions on this matter, please do not hesitate to contact me.

Yours sincerely,

David A. Cox  
Managing Director

Copied: Executive Director, Chief Executive Officer, Director, Secretary/Director – NTRCs

Attached: Requests for Proposal - The Development of an Accounts Receivable Policy and Strategy for ECTEL Headquartered in Saint Lucia