



**Telecommunication
Development Bureau (BDT)**

Ref. BDT/PKM/HCB/DM-078

Geneva, 8 July 2011

Contact: Nefertiti Ali, Senior Advisor
ITU ARO, Cairo, Egypt

Telephone: + 202 35 371 777

Telefax: +20 2 35 371 888

E-mail: nefertiti.ali@itu.int

Administrations of ITU Member States,
Regulators and ITU-D Sector Members of Arab
States

Subject: **ITU Regional Human Capacity Development Forum for Arab States
Rabat, Morocco, 27-29 September 2011**

Dear Sir/Madam,

On behalf of the International Telecommunication Union (ITU), I have the pleasure to invite you to participate in the **Annual Regional Human Capacity Development Forum for Arab States** to be held in **Rabat, Morocco from 27 to 29 September 2011**. The Forum is kindly hosted by the Agence Nationale de Réglementation des Télécommunications (ANRT) and will be held at the premises of the Institut National des Postes et Télécommunications (INPT). It will be conducted in English, with simultaneous interpretation into **Arabic and French**.

The theme of this Forum is **"Strategic Human Resource Management (SHRM)"**. SHRM is one of the key issues for organizational success and there is a growing need for HR managers to develop and implement integrated and holistic human resources development strategies in order to attract and retain their key staff and achieve organisational goals and objectives. This calls for an alignment of the human resources strategies with the strategic goals of the organization. This Forum is an opportunity for high level managers and decision makers to share experiences at regional level with experts globally on emerging trends in topical issues like the Management of Talent and Employee Engagement.

The Forum will cover a wide range of topics. Some of the key topics to be discussed include, inter alia:

- Identifying and developing competencies;
- Re-engineering of the Human Resources function;
- Learning and Development as an organisational strategy;
- Linking HR strategy and business strategy;
- Integrating Talent Management into organisational strategy;
- Assessing the readiness of HR function to meet the current and future human resources challenges of the Information Society;
- Matching skills to the needs of the digital economy.

Target Group

This Forum is a high-level event targeted at decision-makers and managers involved in human, institutional and organizational capacity building, training, and learning and development from national administrations, regulatory authorities, telecom operators and service providers, as well as executive training providers and telecom academies.

Draft Agenda

The structure of the Forum is contained in the draft agenda which can be found on the ITU Academy portal at <http://academy.itu.int/index.php/event>. The agenda will be updated according to selected presentations.

Call for Papers

The sharing of experiences is an important part of such a regional Forum. In this regard, participants with related expertise or experiences that they wish to be considered for inclusion in the Forum agenda are invited to submit Abstract(s) in 2 pages by **15 August 2011 by completing the attached call for papers (Annex 1)**, to the attention of Mrs. Nefertiti Ali, e-mail: Nefertiti.Ali@itu.int and Mike Nxele, e-mail: mike.nxele@itu.int.

Registration

To register for this Forum, participants should complete the attached Registration Form (Annex 2) by **15 September 2011** except for fellows who need to register and submit their **signed and approved** fellowship request form at the latest by 15 August 2011.

There is **no registration fee** for participating in the Forum. However, all expenses concerning travel, accommodation and insurance of participants should be borne by your organization. While the number of participants from any country is not limited, countries will need to bear the costs of any additional participants.

Fellowships

Subject to the availability of funds, ITU will provide one full fellowship (covering daily subsistence allowances and air ticket) per administration of the Least Developed Countries (LDCs). Preference will be given to applicants proposing papers or presentations selected for inclusion in the agenda. Those intending to apply for a fellowship should complete the Fellowship Application Form, which can be downloaded from the ITU Academy Portal at the aforementioned link, and return it by **15 August 2011**.

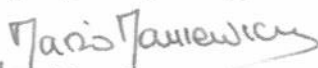
Information Note for participants and Logistics

An Information Note for participants and Logistics pack, including the list of recommended hotels, and entry visa requirements for the Kingdom of Morocco, can be found on the ITU Academy Portal at the aforementioned link.

The Focal point from ANRT is Mr. RAFI Abderrahman and his contact details can be found in the Information Note.

Yours faithfully,

[Original signed by]


Brahima Sanou
Director

Annexes: 2