



**3rd ITU CIS Centre of Excellence Steering Committee Meeting
Odessa, Ukraine, 24 November 2016**

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Original: Russian**

1 Introduction

3rd Meeting of the ITU CIS Centres of Excellence (CoE) Steering Committee (SC) was held on 24 November 2016 in Odessa, Ukraine, at the kind invitation of A.S.Popov Odessa National Academy of Telecommunications of Ministry of Education and Science of Ukraine.

Among others, the Meeting discussed following issues: revision of the composition of the ITU CIS CoE Steering Committee; general information of the CoE network and the CoE activities; the results of the work done and activities done by the ITU in the field of capacity building; report on the CIS CoE work in 2016; appointment of the ITU CIS CoE Steering Committee Chairman for 2017; review of the principles of work of the ITU CIS CoE Steering Committee; main aspects of CoE funding (including the distribution of the received tuition fees), work plan for 2017, proposals for areas of CoE activity after WTDC-17.

The meeting was held in Russian with interpretation into English, and it was paperless.

2 Participation

The meeting was attended by 11 representatives of 6 CIS countries, including 4, who participated remotely) and three representatives of ITU. The list of participants is available in Annex 1.

3 Opening Ceremony

Within the framework of the opening ceremony, welcome addresses were delivered by Professor Petro Vorobiyenko, Rector, A.S.Popov Odessa National Academy of Telecommunications (ONAT) and Mr. Orozobek Kaiykov, Head, ITU Area Office for CIS.

Professor Vorobiyenko, in particular, noted the significance of the CoE project for the ONAT, which continues to work as a Centre of Excellence despite the difficulties caused through adopting of the new CoE strategy.

Mr. Kaiykov thanked Centers of Excellence for the work done in 2015-2016. Also, Mr. Kaiykov expressed his gratitude to A.S.Popov Odessa National Academy of Telecommunications for the kind invitation to hold the 3rd CoE Steering Committee Meeting in Odessa.

The meeting participants agreed on the agenda (Annex 2). The meeting was continued under the chairmanship of Mr. Baiysh Nurmatov (the 2016 CIS CoE Steering Committee Chairman).

4. Revision of the ITU CIS CoE Steering Committee composition

Orozobek Kaiykov, Head, ITU Area Office for CIS informed the meeting that the Ministry of Telecom and Mass Communications of the Russian Federation had sent to the BDT Director letter

№ P16-2-06-116-21644 dated 13.10.2016 regarding replacement of the ITU CIS CoE SC members Mr. Artem Adzhemov and Mr. Oleg Ivlev, representing the Communications Administration of the Russian Federation, by Mr. Sergey Erokhin, acting Rector of the Moscow Technical University of Communications and Informatics (MTUCI) and Mr. Andrey Mukhanov, acting Vice-Rector for International Relations of MTUCI.

Also, Mr. Orozobek Kaiykov informed the meeting that Mr. Farid Nakhli had starting working as Programme Officer of ITU Area Office for CIS since February 2016 and, in accordance with the assignment of duties, would represent the ITU in the CoE CIS Steering Committee and discharge responsibilities of the CIS CoE Steering Committee Secretary.

Based on the information presented, the meeting took a decision to exclude Artem Adzhemov, Oleg Ilevlev, and Orozobek Kaiykov from the CIS CoE Steering Committee and include Sergei Erokhin, Andrey Mukhanov, and Farid Nakhli. Farid Nakhli was approved as the CIS CoE Steering Committee Secretary.

5. General information of the CoE network and activities. Results of the work done and activities planned in the sphere of capacity building

Ms. Halima Letamo, Training and Development Officer, BDT/ITU, presented the ITU activities in the field of capacity building, highlighting the programmes of CoEs and of the ITU Academy.

In particular, Ms. Letamo informed the meeting, that significant number of CoE events all over the world was postponed and cancelled, while the CIS CoEs conducted all events planned for 2016, however there were just two of them. Ms. Letamo noted, that, due to forthcoming conclusion of the 4-year CoE strategy cycle, a review of the CoE network had to be conducted to review the performance of the entire network and of each CoE individually. Ms. Letamo also encouraged the CoEs to put to work new strategies and make efforts to increase the number of the training courses implemented each year.

Also, Ms. Letamo highlighted some factors identified by BDT when providing support to CoEs, which had had a negative impact on the quantity of the CoE events and the arrangement quality, in particular: failure to use up the opportunities of the ITU Academy portal; delay in submitting required documents; failure to use up standardized forms when reporting.

Ms. Letamo also informed the meeting, that the CoE revenue model had been revised. The new revenue model will allow CoEs to collect training fees themselves, where there are problems with direct payments to ITU. Therefore, the CoE will transfer to ITU the percentage due to ITU only.

Ms. Letamo also told to the meeting of the Global Capacity Building Symposium (CBS-16), which had been organized in Nairobi, Kenya in September 2016 to assist CoEs to bring their “products” to the market and network with CoEs from other regions. The CoEs were invited to showcase their activities at an exhibition stand. However, just 4 out of 32 CoEs used this opportunity, and none of the CIS CoEs.

Also, Ms. Letamo informed the meeting of that work on the revision of the *Operational Processes and Procedures: Document for the New Centres of Excellence Strategy* in preparation for a new cycle of the CoE project (after 2017).

Also, a strategy to promote the CoEs activities, drafted by the ITU, was presented to the Steering Committee for comment and input.

6. Report of the ITU CIS CoE work in 2016

The CIS Centres of Excellence presented their activities in the following order:

1. Kyrgyz Republic – Institute of Electronics and Telecommunications (IET) under Kyrgyz State Technical University n. a. I. Razzakov;
2. Russian Federation – Moscow Technical University of Communications and Informatics (MTUCI);
3. Ukraine – A.S. Popov Odessa National Academy of Telecommunications.

Presentations are available on websites of A.S. Popov ONAT and ITU Academy.

In conclusion, Orozobek Kaiykov thanked the CoEs for their work.

7 Appointment of the Chairman of the ITU CIS CoE SC for 2017

In accordance to the principle of rotation, the representative of the MTUCI Sergey Erokhin was elected as the 2017 CIS CoE SC Chairman.

The participants thanked Baiysh Nurmatov, who served as the 2016 CoE SC Chairman, and congratulated the elected Chairman, wishing him success.

8 Overview of the ITU CIS CoE SC working principles

Baiysh Nurmatov, the 2016 CIS CoE SC Chairman presented an overview of the key directions of the CIS CoE SC activities, agreed at the 1st SC Meeting: 6 direction and CoEs responsible for their implementation.

Direction 1. Promotion of the Centres of Excellence brand among employers in the CIS region, including the definition of users requirements

Direction 2. Search of partners at the regional and global level in the direction accredited in the Centers of excellence in the CIS region, as well as the search for potential partners and participants of the events in other regions

Direction 3. Carrying out the joint activities and inter-regional cooperation between the Centres, as well as the interaction with the Regional commonwealth in the area of communication

Direction 4. The development of certification programs and accreditation

Direction 5. The coordination of programs and the mutual use of resources with the program «Academy of the ITU»

Direction 6. Financial aspects of the functioning of the Centres in the region and the distribution of the received tuition fees

Vadym Kaptur, the CIS CoE Steering Committee Member informed the participants that, in accordance with the decision of the Steering Committee last meeting, a working group had been created to elaborate joint proposals on improving the new CoE Strategy and develop a new edition of Resolution 73 for WTDC-17. The Working Group, which includes experts from A.S.Popov ONAT and IET under KSTU n.a. I.Razzakov, prepared a contribution (Document TDAG16-21/36) entitled "Further improvement of ITU Centre of Excellence Strategy", which was presented at 21st meeting of the Telecommunication Development Advisory Group (TDAG) in March 2016.

TDAG provided a positive feedback on document "Further improvement of ITU Centre of Excellence Strategy" and expressed a wish to increase transparency of the work of the CoE steering committees. In particular, it was suggested to determine a mechanism of sharing experiences between steering committees of different regions.

Vadym Kaptur also said, that the Working Group had prepared the contribution, entitled "Draft Revision of the Resolution 73", which was presented by A. S. Popov ONAT, on behalf of the A. S. Popov ONAT and IET under KSTU n. a. I. Razzakov, at the CIS Regional Preparatory Meeting (RPM-CIS) for the 2017 World Telecommunication Development Conference (WTDC-17) (Document 16, which is available in Annex 3 to this report). The above proposals were also submitted to BDT, and Vadym Kaptur expressed hopes, that BDT would give careful considerations to them.

The proposed changes, according to Mr. Kaptur, come in response to the need to clarify some wordings of the document "Operational Processes and Procedures: Document for the New Centres of Excellence Strategy" with regard to the procedures of: contracting; billing and payment acceptance; implementation of a discount and privileged education system; the CoE activities documentation; CoE events registration, as well as possible sourcing of CoE work; improving the work of the ITU Academy portal; and the issues relating to further popularization of the CoE activities worldwide.

BDT, according to Vadym Kaptur, gave a high appraisal to the above proposals and recommended to ITU Membership to continue submitting proposals aimed at improving the CoE strategy, in addition to those presented in Document 16, as a confirmation that the CoEs are authorized by the communication administrations and that the document "Operational Processes and Procedures: Document for the New Centres of Excellence Strategy" needs continuous improvement and is constantly updated.

Vadym Kaptur also noted, that there would be no necessity to propose changes to Resolution 73, in case the CoE strategy is reviewed on a routine basis.

Halima Letamo, replying to Vadym Kaptur, repeated, that to facilitate the process of collecting training fees, the CoE revenue model was revised: now CoEs can themselves collect training fees and transfer to ITU only the 20% - 30% of the collected fees, which are due to it.

In this regard, the meeting also discussed a possibility to introduce a clearing during the year to minimize the number of bank transfers between ITU and CoEs.

Halima Letamo also noted that issues, such as financing of CoEs activities, are of strategic character and could be resolved by ITU Member States within the framework of strategic forums, for example at RPMs and WTDCs.

When commenting on the necessity to improve the work of ITU Academy portal, Ms. Letamo encouraged CoEs to submit to ITU specific questions each time they encounter the problems with portal, that would allow to settle the problems without delay.

Afterwards, the meeting discussed the possibility of free of charge CoE trainings to promote CoE brand in the region. The ITU attitude is that CoEs can conduct trainings free of charge beyond the framework of ITU CoE only, because when organizing a CoE course the argument of cost recovery should be considered.

9 The main CoE financing aspects (including the distribution of the received payment for education)

Participants of the meeting approved the steps taken by the BDT to implement more flexible mechanisms of mutual billing in the chain "trainee-CoE-ITU" and confirmed the following decisions:

- Noting the advice given on offering training for free under the CoE framework, the SC decided, if necessary, and in order to promote CoE brand in the region, CoEs can conduct trainings free of charge;
- Collected funds are to be distributed between CoE and ITU as: 80% - CoE; 20% - ITU;

- ITU should transfer 80% of the collected payments to the CoE as soon as possible.

10 ITU CIS CoE SC working plan for 2017 and proposals for CoE directions of activity after WTDC-17

The 3rd ITU CIS CoE SC Meeting decided to continue the work on the previously set directions with due regard to the progress made in the past years.

Following the practice of previous years, SC decided to develop proposals for the CIS CoE work plan for 2017 and send them to the ITU Secretariat no later than 23rd December 2016.

Vadym Kaptur informed the meeting that the RPM-CIS approved the 5 CIS draft regional initiatives:

- The development of e-health for a healthy lifestyle ensuring and well-being promotion for everyone at any age
- Use of telecommunications/ICT for providing an overall, fair, high-quality and safe education, including improving women's knowledge level in the field of ICT and e-government
- The development and regulation of the infocommunication infrastructure to ensure transparency, safety and viability of cities and towns
- Monitoring of environmental conditions, availability and rational use of natural resources
- Innovation Promotion and partnership in the implementation of technologies "Internet of things" and their interaction in telecommunication networks, including 4G networks, IMT-2020 and next-generation networks, for the sustainable development

In this regard, as a basis for CoE directions of activities after WTDC-17 following areas were suggested: e-health, e-education, the child online protection, smart devices and cities, electronic monitoring of natural resources and ecology, Internet of Things, next-generation networks.

12 Summary. Date and place of the next meeting

The meeting decided that, in accordance with the principle of rotation, next Steering Committee meeting should be held in 4th quarter of 2017 in Moscow, Russian Federation. The exact date will be determined later.

Participants of the 3rd ITU CIS CoE SC Meeting expressed their gratitude to A.S. Popov Odessa National Academy of Telecommunications for the excellent conditions for the meeting, the ITU for their help in discussing the items on the agenda, as well as to the Chairman of the Meeting for his work and the Secretary for the assistance.

Mr. Baiysh Nurmatov,
The Chairman of the 3rd Steering Committee

ANNEX 1
3rd ITU CIS Centres of Excellence Steering Committee Meeting
Odessa, Ukraine, 24 November 2016

List of Participants

No	Name, surname	Country	Title
1.	Mr. Oleg Khodasevich	Republic of Belarus	Head Department of Upgrade Qualification and Personnel Development Higher State College of Communications
2.	Mr. Alexey Khorosh *	Republic of Kazakhstan	Deputy Director General for Educational Unit of the Directorate Academy of Information and Communication Technologies JSC Kazakhtelecom Almaty Branch
3.	Mr. Baiysh Nurmatov	Kyrgyz Republic	Head Research and Analytical Center of ICT and Information security Institute of Electronics and Telecommunications under Kyrgyz State Technical University n. a. I. Razzakov
4.	Maksat Dzhylyshbaev	Kyrgyz Republic	Chief Specialist for Radio Frequency Spectrum State Communications Agency under the Government of Kyrgyz Republic
5.	Mr. Andrey Untila	Republic of Moldova	Expert The 2015 CIS CoE SC Member
6.	Mr. Sergey Yerokhin *	Russian Federation	Acting Rector Moscow Technical University of Communications and Informatics
7.	Mr. Andrei Mukhanov *	Russian Federation	Acting Pro-Rector for International Affairs Moscow Technical University of Communications and Informatics
8.	Mr. Vladimir Dokuchaev *	Russian Federation	Head Department of Multimedia Networks and Telecom Services Moscow Technical University of Communications and Informatics
9.	Mr. Petro Vorobiyenko	Ukraine	Rector of O.S. Popov Odessa National Academy of Telecommunications (A.S. Popov ONAT)
10.	Mr. Vadym Kaptur	Ukraine	Vice-rector on Scientific Work A.S. Popov ONAT
11.	Ms. Iryna Politova	Ukraine	Head of the Research Development Department A.S. Popov ONAT
12.	Ms. Halima Letamo	ITU	Training and Development Officer ITU Telecommunication Development Bureau
13.	Mr. Orozobek Kaiykov	ITU	Head ITU Area Office for CIS
14.	Mr. Farid Nakhli	ITU	Programme Officer ITU Area Office for CIS

* - remote participation

ANNEX 2
3rd ITU CIS Centres of Excellence Steering Committee Meeting
Odessa, Ukraine, November 24, 2016

Agenda

8:30-09:00	Registration
09:00-09:10	<p>Opening remarks:</p> <ul style="list-style-type: none"> • Professor Petro Vorobiyenko, Rector, A.S.Popov Odessa National Academy of Telecommunications; • Mr. Orozobek Kaiykov, Head, Area Office for CIS, International Telecommunication Union (ITU).
09:10-09:20	<p>Revision of the Composition of ITU CIS CoE Steering Committee</p> <p>Speakers:</p> <ul style="list-style-type: none"> • Mr. Orozobek Kaiykov, Head, Area Office for CIS, International Telecommunication Union (ITU) • Candidates to CoE SC Members (Farid Nakhli, ITU; Sergey Yerokhin and Andrei Mukhanov, MTUCI)
09:20-09:50	<p>General information of the CoE network and CoE activities. Results achieved and planned activities in the area of capacity building</p> <p>Speaker:</p> <ul style="list-style-type: none"> • ITU representative
09:50-10:50	<p>Report on the work of CoE of CIS during 2016</p> <p>Speakers:</p> <ul style="list-style-type: none"> • ITU representative at IET KSTU of I. Razzakov (Kyrgyz Republic) • ITU representative at MTUCI (Russian Federation) • ITU representative at A. S. Popov ONAT (Ukraine)
10:50-11:00	<p>Appointment of the Steering Committee Chairman of the ITU CoE for CIS for 2017</p> <p>Speakers:</p> <ul style="list-style-type: none"> • Members of SC of the ITU CoE for CIS
11:00-11:30	Coffee break
11:30-12:00	<p>Review of the working principles of the ITU CIS CoE Steering Committee</p> <p>Speaker:</p> <ul style="list-style-type: none"> • Steering committee Chairman of the ITU CoE for CIS
12:00-12:30	<p>Key Aspects of CoE Financing (including distribution of received training fees)</p> <p>Speakers:</p> <ul style="list-style-type: none"> • Members of SC of the ITU CoE for CIS

12:30-13:00	<p>The 2017 Plan of Activities</p> <p>Speakers:</p> <ul style="list-style-type: none"> • Representatives of the CoE of CIS
13:00-13:20	<p>Propositions for CoE working directions after WTDC-17</p> <p>Speakers:</p> <ul style="list-style-type: none"> • Members of SC of the ITU CoE for CIS
13:20-13:30	<i>Summing up the results, the determination of the next meeting time frame</i>
13:30-14:30	Lunch
14:30-17:00	<p>Elaboration of report of 3rd ITU CIS CoE Steering Committee Meeting</p> <p>Participation in the training for directors of general education institutions and informatics teachers on <i>Use of ICT to Provide High-quality and Safety Education</i> (under RI CIS3)</p>
17:30-20:00	<i>Reception for the members of SC meeting of the ITU CoE for CIS</i>

**ANNEX 3
CIS CoE SC PROPOSITIONS ON IMPROVEMENT
OF NEW CoE STRATEGY**

PROBLEM 1 FINANCIAL DIFFICULTIES IN THE ORGANIZATION OF CENTER'S WORK

1.1 The lack of clear relationship maintenance procedures in the chain "Participant (private or legal entity) - ITU - CoE", considering the peculiarities of the national law and agreed by all stakeholders (e.g., sample contract, acts of rendered services, invoices)

Proposition 1

It is necessary to supplement the section 3 of the document "Operational Processes And Procedures Document For The New Centres Of Excellence Strategy" with the item "3.2.2 DOCUMENTARY MAINTENANCE OF EDUCATION", in which one should indicate the procedure of education contract signing between ITU and the participant (private or legal entity individual or corporation), as well as for cases where the recipient of the payment for participation in the educational event as CoE itself, standard contracting procedures between the participant, CoE and ITU (for example, through the regional ITU office). A standard contract for participation, a standard act of rendered services and a standard invoice should be given in the document annexes.

1.2 The difficulty (and often impossibility) for state organizations to buy dollars and pay the ITU invoice

Proposition 2

It is necessary to supplement the list of CoE work funding (section "3.2 FEES AND FUNDING" of the document "Operational Processes And Procedures Document For The New Centres Of Excellence Strategy") with the item "Centre own resources", and also the text of section 3.2.1 should be amended taking into account the fact that fees tuition is just one of the possible conditions for participation in the CoE events. The centres should be able to hold the events free of charge, even in the absence of financing partners (focusing only on internal resources in the organization of activities for CoE line).

Proposition 3

It is necessary to lead CoE funding procedural issues in accordance with the phrase "Invoicing and collection of fees may be undertaken by ITU centrally or by the Centres directly", given in the section "Fees and subsidies" of section 2.2 "A new programme" of the document "Centres of Excellence: Strategic review and recommendations for the future". Namely: supplement the first paragraph of the item "3.2.1.1 COLLECTION AND DISTRIBUTION OF TRAINING FEES" of the document "Operational Processes And Procedures Document For The New Centres Of Excellence Strategy" with the following sentence: "In some cases, the recipient of payment for participation in the educational event can be CoE itself. The amount of funds collected by CoE independently should be taken into account in the distribution of appropriate funds between ITU and the CoE. In addition, in these cases the agreements between the participants of the seminar and CoE, as well as between CoE and ITU (for example, through the Regional Office of the ITU) should be signed".

Proposition 4

It is necessary to modify the section "3.2 FEES AND FUNDING" of the document "Operational Processes And Procedures Document For The New Centres Of Excellence Strategy" with the items regulating the possibility of providing a flexible system of discounts for education to participants from the CoE (or ITU), as well as the possibility of preferential and free education for a certain number of participants (for example, for primary promotion of brand "CoE" in the regions).

1.3 The delay in the funds transfer (80%) to the Centre by the ITU exceeds three months

Proposition 5

It is necessary to amend the last sentence of the item "3.2.1.1 COLLECTION AND DISTRIBUTION OF TRAINING FEES" of the document "Operational Processes And Procedures Document For The New Centres Of Excellence Strategy" in the following way: "ITU shall forward to the CoEs the balance of between 70%-80% of the collected fees not later than the last decade of a month after the month when these fees were received. Still the amount of funds, collected by CoEs for education independently has to be subtracted from the amount of funds to be transferred".

PROBLEM 2 THE RISK OF ADDITIONAL CHECKS FOR THE CENTER DUE TO THE NON-CONFORMITY OF THE REQUIREMENTS OF CENTRES WORK TO THE NATIONAL LAW

2.1 The risk of getting under the special control and the budget and tax audit by, in particular, the Accounts Chamber, the tax authorities, the founder at receipt, as well as on the expenditure of funds from an international organization

2.2 The risk of CoE inspection as a "foreign agent"

Proposition 6

Preparing the item "3.2.2 DOCUMENTARY MAINTENANCE OF EDUCATION" of the document "Operational Processes And Procedures Document For The New Centres Of Excellence Strategy" it is necessary to foresee the delegation of rights to the regional ITU offices by additional documentary maintenance of regional CoE work aimed at minimization of risks of national laws violation using standard documents.

PROBLEM 3 INCORRECT OPERATION OF THE ITU ACADEMY PORTAL

3.1 Unavailability of ITU Academy portal

Proposition 7

It is necessary to provide more stable work of the ITU Academy portal, and its technical support for the "on-line 24/7" mode.

3.2 Delay (about two weeks) of publication of the course on ITU Academy portal after registration in the system

3.3 The inability to register user for the course (for non-cash payment) without the participation of experts of ITU headquarters

3.4 Platform inconvenient at the moment for the course carrying (for example, there is no function of sending posts to pupils)

3.5 The lack of a system to collect feedback about the event in electronic form, and a convenient participant testing system (paper tests should be used)

3.6 A complex system of fixing of bank transfers (special course mark)

3.7 Impossibility to input various gradations of payment through ITU Academy portal

Proposition 8

It is necessary to complete section 3 of the document "Operational Processes And Procedures Document For The New Centres Of Excellence Strategy" with item "3.4 REGISTRATION PROCESS AND SUPPORT EVENTS OF COE FOR ITU ACADEMY PORTAL" which should set out a step by step procedure of registration of the new events, denoting the deadline for each step, and registration issues course customers, the functionality of the ITU Academy portal (including collection of comments in electronic form) etc. Some aspects of the procedure may be considered in the document applications. In addition to the appropriate procedure that item should contain provisions on the possibility of implementation of a flexible system of gradations payment (e.g. different costs for full-time and remote participation, etc.).

Problem 4 INSUFFICIENTLY HIGH ACTIVITY OF REGION COMMUNICATION ADMINISTRATIONS
 IN DISTRIBUTION OF INFORMATION ABOUT THE ONGOING EVENTS AND IN
 PARTICIPATION IN THESE EVENTS

Proposition 9

Preparing the new edition of Resolution 73 at WTDC-17 it is necessary to foresee special provisions aimed at the revitalization of the communication administrations on popularization of CoE activities in their countries.



Opening of the 3rd Steering Committee Meeting



The work process of the 3rd Steering Committee Meeting (distant participants)



Group photo of the participants of the 3rd Steering Committee Meeting