



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/EUR/DM/215

Geneva, 4 November 2016

ITU Member States from Europe Region,
ITU-D Sector Members,
ITU Europe Centres of Excellence,
Partners

Subject: **Invitation to the 3rd ITU Europe Centres of Excellence Steering Committee Meeting,
17 January 2017, Copenhagen, Denmark**

Dear Sir/Madam,

I am pleased to invite your Administration/Organization/Company to participate in the **3rd ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting**, organized by the International Telecommunication Union (ITU) and hosted by the European Communications Office, which will take place on **17 January 2017 in Copenhagen, Denmark**. This meeting will be held back-to-back with the meeting of the CEPT Com-ITU.

The ITU Centres of Excellence governance structure is composed of the Steering Committee and the ITU. The main responsibility of the Steering Committee is to provide recommendations to ITU concerning the CoEs operations and ways of improving performance. Details of the roles and responsibilities are provided in the Operational Processes and Procedures Document which can be found here:

https://academy.itu.int/index.php?option=com_content&view=article&id=58&Itemid=604&lang=en.

The 3rd Europe Centres of Excellence Steering Committee Meeting is expected to review the progress of work undertaken since the second Steering Committee Meeting in January 2015, and take key strategic decisions regarding further implementation of the ITU CoE strategy and development of the ITU Academy. The meeting will also provide an opportunity to agree on the timetable of annual activities for 2017, further development of content and quality assurance, promotion plan, pricing strategies and financial procedures as well as offer new partnership opportunities amongst others.

According to the Operational Processes and Procedures Document, the Steering Committee is composed of Member States and/or Sector Members from the countries represented by the CoEs in each region, two regional representatives of the Group on Capacity Building Initiatives (GCBI), ITU representative(s) and two additional representatives from the regional Member States chosen by ITU based on their request. In this context ITU would like to call upon interested ITU Members, who would like to be a part of the Steering Committee, to express their interest **by 15 December 2016**. The Draft Agenda is attached for your information (Annex 1), while other documents such as the Registration form, Practical information for participants and other details will be available at <http://www.itu.int/en/ITU-D/Regional-Presence/Europe/Pages/Events/2017/3rdSC.aspx> and <http://academy.itu.int>.

The meeting will be held at the **European Communications Office** and does not entail any fees. This meeting will be held in English only and will be paperless.

Interested participants are requested to complete the Registration form available on the aforementioned website and return it to Ms Ilaha Rzayeva (ilaha.rzayeva@itu.int) no later than **15 December 2016** with a copy to Mr Jaroslaw Ponder, Coordinator for Europe Region (eurregion@itu.int; +41 22 730 60 65), who remains at your disposal should you require any further information.

Although there is no participation fee for this meeting, please note that all expenses concerning travel, accommodation and insurance of participants should be covered by your Administration / Organization / Company.

Participants requiring an entry visa to Denmark are requested to contact their local Embassy of Denmark for information well in advance. For ease of reference, information on venue is attached in Annex 2.

I look forward to your participation.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annex 1



3rd ITU Europe Centres of Excellence Steering Committee Meeting

**17 January 2017, 9:30 – 18:00
ECO, Copenhagen, Denmark**

DRAFT AGENDA

1. Review and confirmation of the membership of the Steering Committee
2. Election of the Chair of the Steering Committee for the coming year
3. Report of the Outgoing Chair of the Steering Committee
4. Developments regarding implementation of the CoE Strategy
5. Developments on the ITU Academy – platform upgrades and training materials
6. Presentation by Centres of Excellence on their actions implemented and planned
7. Establishment of the 2017 annual training plan for Europe
8. Pricing strategies and financial procedures
9. Fostering cooperation between regional Centres of Excellence
10. Assistance in promoting the activities of the Centres of Excellence
11. Date and venue of the next Steering Committee
12. Any other business