



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/DKH/CSD/DM/037

Geneva, 12 June 2024

To:
ITU Academy Training Centres (ATCs)

**Subject: Annual meeting of the ITU Academy Training Centres (ATCs), 16 September 2024,
Manama, Bahrain**

Dear Sir/Madam,

I am pleased to invite your institution to participate in the annual meeting of the ITU Academy Training Centres (ATCs), which will take place in Manama, Bahrain, on 16 September 2024. The event is being organized by the International Telecommunication Union (ITU) and hosted by the Telecommunications Regulatory Authority (TRA) of the Kingdom of Bahrain.

The meeting brings together representatives of the current ITU Academy Training Centres (ATCs), and will be a practical, working event to discuss the implementation of the programme, strengthen collaboration among centres and explore innovative ideas. It is designed as a face-to-face event and all ATCs are expected to participate physically. It will be conducted in English only so participants should have a good working knowledge of the language.

ITU will cover the cost of travel and Daily Subsistence Allowance (DSA) for the duration of the ATC meeting for one representative of each ATC. This person should be the current designated focal point who oversees the activities of the ATC. In order to obtain travel support, the ATC focal point should send a written request to hcbmail@itu.int by 28 June 2024 (including full contact details). Please note that, due to logistical considerations, each ATC can be represented by *a maximum of two delegates* at the meeting (e.g. ATC focal point + stakeholder, tutor, coordinator), provided they meet the additional person's travel, accommodation and related expenses.

The ATC annual meeting will be followed by the ITU Digital Skills Forum (17-19 September 2024), the core global event for the ITU membership and other stakeholders, which will bring together policy makers, practitioners and experts from around the world. Under the theme "Developing skills for digital transformation", the Forum will address the most pressing needs that have to be overcome to close the global digital skills gap. ATCs are welcome and encouraged to attend the Forum; an invitation letter to the Forum was sent to all ATCs in March 2024. Note that ATCs may send more than two delegates to attend the Forum (the restriction of two delegates only applies to the ATC meeting on 16 September).

All participants are expected to **register via [this page](#)** (please create a new user account in case you do not have one). Further information on the meeting, including the draft programme, and other logistical details will be available [here](#). Mr Emil E. Iuga, Capacity and Skills Development Officer (emil-eugen.iuga@itu.int) is available for any questions you may have related to the event.

I look forward to your active participation and fruitful contribution to this important event.

Yours faithfully,

[Original signé]

Cosmas Luckyson Zavazava
Director