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| TelecommunicationDevelopment Sector (BDT) |  |
| 1ST Steering Committee Meeting ITU Europe Centres of Excellence (SC-CoE-EUR)  |  |
| Copenhagen, Denmark, 11 February 2015 |  |
|  | Document SC-CoE-EUR-15/01-E |
| 11 February 2015  |
| Original: English |
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REPORT BY THE CHAIRMAN |

1 Introduction

The 1st Steering Committee Meeting for Centres of Excellence for Europe was organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU), in Copenhagen, Denmark, on 11 February 2015 and hosted by the European Communication Office.

The objective of the SC-CoE-EUR was to take key strategic decisions aimed at implementation of the approved new Centres of Excellence strategy and its related *Operational Processes and Procedures*. Some of the key issues included the strategic direction of the ITU Europe CoE 2015 onwards, induction of partners, constitution of the Steering Committee, the timetable of annual activities for 2015, development of content, quality assurance processes, promotion plan, pricing strategies and financial procedures, new partnership opportunities amongst others.

Meeting was paperless and was held in English only. Meeting documentation is available on the SC-CoE-EUR [website](http://www.itu.int/md/D10-RPMAFR-131001-C/en).

2 Participation

The meeting was attended by 18 participants from 6 Member States from the Europe Region, 5 Centres of Excellence, 2 Representatives of GCBI and ITU. The list of participants can be found in Annex Five.

3 Opening Ceremony

Opening remarks on behalf of the BDT Director, Mr Brahima Sanou were delivered by Cosmas Zavazava, Chief of Department, Project Support and Knowledge Management, ITU. In addition remarks were delivered by Marcin Krasuski, Chairman of CEPT’s Committee for ITU Policy and Jaroslaw Ponder, Coordinator for Europe, ITU.

Cosmas Zavazava in his remarks underlined importance of human capacity building activities of BDT in context of the outcomes of the World Telecommunication Development Conference 2014. He drew attention to the new strategy for the ITU Centres of Excellence (CoE), selection process for the new CoEs and new approach in upholding high standards and quality for the CoE initiative. He congratulated the new Centres and thank the outgoing centres.

Mr Marcin Krasuski drew attention to the Com-ITU’s as an efficient mechanism for coordination at the regional level. He referred to a new set of strategic priorities for ITU-D developed by WTDC-14, including set of regional initiatives for Europe. He also highlighted a new ITU membership category for academia adopted by the Plenipotentiary Conference in Busan 2014.

Mr Jaroslaw Ponder drew attention of the participants to five Regional Initiatives for Europe, where the human capacity building component, including the activities of Centres of Excellence will be instrumental for implementation. He also expressed appreciations to CEPT’s Com-ITU for a close collaboration and thanked ECO for hosting SC-CoE-EUR meeting.

4 Election and Confirmation of the members of the Steering Committee

The new strategy for Centres of Excellence envisages a governance structure to oversee the functioning of the CoEs 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 the performance. The details of the roles and responsibilities are provided in the Operational Processes and Procedures Document (<https://academy.itu.int/news/item/1152/>). According to this 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 GCBI, ITU and two additional representatives from the regional Member States chosen by ITU based on their request.

SC-CoE-EUR confirmed Composition of the members of the Steering Committee as proposed to the meeting and available in Annex Three.

Mr. Manuel da Costa Cabral, External Affairs Department, ANACOM, Portugal was nominated as Chairman of SC-CoE-EUR. Mr. Jaroslaw Ponder, ITU Coordinator for Europe, was introduced as Secretary of SC-CoE-EUR.

Meeting agreed upon the draft agenda (Annex One), proposed time-management plan and took note of documents.

5 Presentation of an overall strategy for Centres of Excellence Worldwide

A comprehensive presentation of strategy for Centres for Excellence Worldwide was presented by Mr. Mike Nxele, Human Capacity Development Division, BDT. The presentation covered the operationalization of the strategy as reflected in the *Operational Processes and Procedures* document. Main areas covered are the Governance structure, Fees and Funding, and Monitoring and Evaluation.

In follow up several questions were raised by the participants, including the following: Who may be a partner of the CoE? Who is the target audience of the CoE trainings? Who may attend the CoE activities? Who advances resources for organization of training? In addition the issue of Intellectual property on training materials co-developed with partners was addressed.

6 Presentation of identified Centres of Excellence for Europe, including their specialization.

Representatives of Centres of Excellence for Europe delivered presentations in the following order:

1. Czech Republic - Czech Technical University, Faculty of Electrical Engineering (CTU)
2. Germany - Technische Universitat Chemnitz (TUC)
3. FYR of Macedonia - Ss. Cyril and Methodius University in Skopje, Faculty of Electrical Engineering and Information Technologies
4. Poland - National Institute of Telecommunications (NIT)
5. Portugal - Institute for Technology and Quality (ISQ)

Presentations used for the purposes of this session are available at [SC-CoE-EUR website](http://www.itu.int/en/ITU-D/Regional-Presence/Europe/Pages/CoE-Steering-Committee.aspx).

7 Range of fees to be applied and distribution of training fees within the parameters prescribed in 3.2.1.1 of Operational Processes and Procedures

Introductory presentation on the range of fees to be applied and distribution of training fees within the parameters prescribed in 3.2.1.1 of Operational Processes and Procedures was delivered by Mike Nxele (HCB/ITU). Number of possible options were presented for consideration of the meeting. This includes the following: fixed pricing, range of price, price cap, free market pricing approach. In addition the experiences on pricing strategies applied during the implementation of the second phase of the CoE Project worldwide were shared with the meeting.

The following decisions and observations were made:

* Centres of Excellence reconfirmed that there is no institutional constrains at the national level in charging for trainings.
* CoE-EUR will follow free market pricing strategy for both online and face-to-face trainings.
* CoE-EUR should have the flexibility on price differentiation within the framework of one training. CoEs do have freedom in hiring the experts.
* ITU should facilitate collection of fees through the online platform.
* Online platform should provide the following functions: registration, invoicing, automatized certification.
* BDT Policy on Certification should be consulted with the Steering Committee Members and CoEs with the deadline of 19 February 2015.
* Certification should be issued for single trainings or study programmes.
* 20% retention by the ITU should be applied until the next meeting of the Steering Committee. 2016 Steering Committee meeting will revise this decision based on review of the actual costs related to the operations of the CoE Network. This meeting should consider the possibility of raising the margin in case the projected operational costs are higher than retention level agreed.
* ITU will transfer 80% of collected fees to CoEs as soon as possible.
* Overview of the operational costs of the Global CoE Network should be presented at TDAG-15 as Annex to the GCBI Report.

8 Establishment of an annual training plan for Europe

Based on inputs from the Centres of Excellence a draft annual training plan for Europe has been agreed as presented in the Annex Four. Template for collection of detailed information on trainings was circulated to the meeting with the request for sending it back to the secretariat by the end of February 2015.

9 Fostering cooperation between regional Centres of Excellence

A comprehensive presentation on the ITU Academy was delivered by Mr. Mike Nxele, Human Capacity Development Division, BDT. Attention was drawn to the repository of training materials that are offered to all CoEs with no charge.

10 Assistance in promoting the activities of the Centres of Excellence

Global platform of the ITU Academy is made available to the Centres of Excellence for promotion of their trainings. It was recommended while planning the activities overlaps with the major ITU events should be avoided.

11 Partnership building by CoE network with other stakeholders, including private sectors, Academic institutions, development partners etc. (see Section 3.1 of Operational Processes and Procedures)

A comprehensive overview on the possible partnerships was provided by the Secretariat.

12 Cooperation Agreement

Cooperation agreement between CoEs and ITU was distributed to all CoEs for processing and commenting by the end of February 2015.

13 Date and venue of the next Steering Committee Meeting

It was agreed that next meeting should take place back to back with the first meeting of the CEPT’s ITU-Com in 2016.

14 Conclusions

The Group thanked the Chairman of the Working Group for efficient chairmanship and guidance. Appreciations were also expressed for assistance by Secretariat.

*Manuel da Costa Cabral*

*Chairman of the Steering Committee*

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|  | C:\Users\stankovic\Desktop\ITU logo.jpg**ANNEX ONE** |  |

**1st ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting****11 February 2015, 9:00 – 18:00****ECO, Copenhagen, Denmark****DRAFT AGENDA** |
| 1. Welcoming Remarks
	* Dr. Cosmas Zavazava, Chief of Department, Project Support and Knowledge Management
	* Mr. Marcin Krasuski, Chairman, Chairman, Committee for ITU Policy, CEPT
	* Mr. Jaroslaw Ponder, Coordinator for Europe, ITU
2. Election and Confirmation of the members of the Steering Committee
3. Election of the Chair of the Steering Committee for the coming year
4. Presentation of an overall strategy for Centres of Excellence Worldwide
5. Presentation of identified Centres of Excellence for Europe, including their specialization
6. Range of fees to be applied and distribution of training fees within the parameters prescribed in 3.2.1.1 of Operational Processes and Procedures
7. Establishment of an annual training plan for Europe
8. Fostering cooperation between regional Centres of Excellence
9. Assistance in promoting the activities of the Centres of Excellence
10. Partnership building by CoE network with other stakeholders, including private sectors, Academic institutions, development partners etc. (see Section 3.1 of Operational Processes and Procedures)
11. Date and venue of the next Steering Committee
12. Other business
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**1st ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting****11 February 2015, 9:00 – 18:00****ECO, Copenhagen, Denmark****LIST OF CENTRES OF EXCELLENCE** |
| 1. **Czech Republic -** Czech Technical University, Faculty of Electrical Engineering (CTU)Priority Area: Cybersecurity
2. **Germany -** Technische Universitat Chemnitz (TUC)Priority Areas: Cybersecurity and Broadband Access
3. **FYR of Macedonia -** Ss. Cyril and Methodius University in Skopje, Faculty of Electrical Engineering and Information TechnologiesPriority Area: Broadband Access
4. **Poland -** National Institute of Telecommunications (NIT)Priority Area: Capacity Building in Internet Governance
5. **Portugal -** Institute for Technology and Quality (ISQ)Priority Areas: e-Waste and Conformance and Interoperability
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**1st ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting****11 February 2015, 9:00 – 18:00****ECO, Copenhagen, Denmark** |
| **LIST OF THE STEERING COMMITTEE MEMBERS** ***Member States hosting a Center of Excellence:*** |
| 1. Czech Republic
2. Germany
3. FYR of Macedonia
4. Poland
5. Portugal

***Member States not hosting a Center of Excellence:***1. Bulgaria
2. Romania

***GCBI representatives from European region:***1. Portugal
2. United Kingdom

***International Telecommunication Union*** |
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**1st ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting****11 February 2015, 9:00 – 18:00****ECO, Copenhagen, Denmark** |
| **DRAFT ANNUAL TRAINING PLAN for EUROPE** 1. **Czech Republic -** Czech Technical University, Faculty of Electrical Engineering (CTU)
	* 1. Online Course: Working title: "Cybersecurity Awareness Training for SMEs"2Q/2015 (duration: 5 weeks)
		2. Online Course: Working title: "Cyber Security Lifecycle of the New Millennium” 4Q/2015 (duration: 5 weeks)
2. **Germany -** Technische Universitat Chemnitz (TUC)
	* 1. Face-to-face Course: Working title: "Cybersecurity"August / September 2015 (duration: 16 hours/2 days)
		2. Face-to-face Course: Working title: "Broadband Access"September 2015 (duration: 16 hours/2 days)
3. **FYR of Macedonia -** Ss. Cyril and Methodius University in Skopje, Faculty of Electrical Engineering and Information Technologies
	* 1. Online Course: Working title: "Next Generation Broadband Internet Access"26 May - 22 June 2015 (duration: 4 weeks)
		2. Online Course: Working title: "Mobile Broadband"17 November - 14 December 2015 (duration: 4 weeks)
4. **Poland -** National Institute of Telecommunications (NIT)
	* 1. Face-to-face Course: Working title: " Strategic aspects for Internet governance and Innovations "7-8 November 2015 (duration: 16 hours/2 days)
		2. Face-to-face Course: Working title: "End-to-End QoS Network Design"26-27 November 2015 (duration: 16 hours/2 days)
5. **Portugal -** Institute for Technology and Quality (ISQ)
	* 1. Face-to-face Course: Working title: "e.Waste "June 2015 (duration: 40 hours/5 days)
		2. Face-to-face Course: Working title: " Assess compliance of telecommunication and data communication cables and devices "September 2015 (duration: 16 hours/2 days)
		3. Face-to-face Course: Working title: " Software Quality Control and Testing "October 2015 (duration: 24 hours/3 days)
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**1st ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting****11 February 2015, 9:00 – 18:00****ECO, Copenhagen, Denmark** |
| **LIST OF PARTICIPANTS**  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | Name | Position | Entity | Country | E-mail | Phone |
| CoE | **Ms Margarida Segard** | Director | Institute for Technology and Quality (ISQ) | Portugal | mmsegard@isq.pt | 351 961201647 |
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|   | **Mr Thomas Bauschert** | Professor | Technische Universitat Chemnitz (TUC) | Germany | thomas.bauschert@etit.tu-chemnitz.de | 49 371 531 36899 |
|   | **Mr Boris Simak** | Head of Department, Professor | Czech Technical University, Faculty of Electrical Engineering (CTU) | Czech Republic | simak@fel.cvut.cz | 420 22435 2203 |
|   | **Mr Matej Rohlik** | Researcher and ITU CoE Coordinator | Czech Technical University, Faculty of Electrical Engineering (CTU) | Czech Republic  | matej.rohlik@fel.cvut.cz | 420 22435 4097 |
|   | **Mr Petr Ondrasek** | Technical and Admin staff | Czech Technical University, Faculty of Electrical Engineering (CTU) |  Czech Republic | ondrape1@fel.cvut.cz | 420 22435 2101 |
|   | **Mr Dana Vladimir** | Technical and Admin staff | Czech Technical University, Faculty of Electrical Engineering (CTU) |  Czech Republic | danavlad@fel.cvut.cz | 420 22435 4024 |
|   | **Mr Toni Janevski** | Professor and Head of CoE | Ss. Cyril and Methodius University in Skopje, Faculty of Electrical Engineering and Information Technologies | FYR of Macedonia | tonij@feit.ukim.edu.mk | 389 2 3099119 |
| CoE ADM | **Mr Manuel Costa Cabral** | External Affairs Department | ANACOM | Portugal | manuel.costa@anacom.pt | 351 217 212 306 |
|   | **Mr Marcin Krasuski** | Head of International Relations Unit | Ministry of Administration and Digitization | Poland | marcin.krasuski@mac.gov.pl | 48 222 455 802 |
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| 2 ADM | **Ms Krasimira Dimitrova** | Head, Electronic Communications Development Department | Ministry of Transport, Information Technology and Communications | Bulgaria | kdimitrova@mtitc.government.bg | 359 2 949 24 96 |
|   | **Ms Ionela Andrisoi** | Counsellor for European and International Affairs | Ministry for Information Society of Romania | Romania | ionela.andrisoi@gmail.com | 40 21 311 4115 |
| 2 GCBI | **Mr David P Mellor** | Chairman GCBI | United Kingdom Telecommunications Academy | UK | prof.mellor@me.com | 44 7957806330 |
|   | **Mr João Chaves** | External Affairs Department | ANACOM | Portugal | joao.chaves@anacom.pt | 351 21 721 23 07 |
| ITU | **Mr Cosmas Zavazava** | Chief PKM | ITU | Switzerland | cosmas.zavazava@itu.int |   |
|   | **Mr Mike Nxele** | Head HCD | ITU | Switzerland | mike.nxele@itu.int |   |
|   | **Mr Jaroslaw Ponder** | Coordinator for Europe | ITU | Switzerland | jaroslaw.ponder@itu.int | 41 22 730 60 65 |

**Steering Committee Group Photo**

