

**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**

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](#).

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](#).

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 constraints 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

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

ANNEX TWO



**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 Technologies
Priority 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

ANNEX THREE**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

ANNEX FOUR



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)
 - i. Online Course: Working title: "Cybersecurity Awareness Training for SMEs"
2Q/2015 (duration: 5 weeks)
 - ii. Online Course: Working title: "Cyber Security Lifecycle of the New Millennium"
4Q/2015 (duration: 5 weeks)
2. **Germany** - Technische Universität Chemnitz (TUC)
 - i. Face-to-face Course: Working title: "Cybersecurity"
August / September 2015 (duration: 16 hours/2 days)
 - ii. 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
 - i. Online Course: Working title: "Next Generation Broadband Internet Access"
26 May - 22 June 2015 (duration: 4 weeks)
 - ii. Online Course: Working title: "Mobile Broadband"
17 November - 14 December 2015 (duration: 4 weeks)
4. **Poland** - National Institute of Telecommunications (NIT)
 - i. Face-to-face Course: Working title: " Strategic aspects for Internet governance and Innovations "
7-8 November 2015 (duration: 16 hours/2 days)

- ii. 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)
- i. Face-to-face Course: Working title: "e.Waste "
June 2015 (duration: 40 hours/5 days)
 - ii. Face-to-face Course: Working title: " Assess compliance of telecommunication and data communication cables and devices "
September 2015 (duration: 16 hours/2 days)
 - iii. Face-to-face Course: Working title: " Software Quality Control and Testing "
October 2015 (duration: 24 hours/3 days)

ANNEX FIVE



1st ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

11 February 2015, 9:00 – 18:00
ECO, Copenhagen, Denmark

LIST OF PARTICIPANTS

	Name	Position	Entity	Country	E-mail	Phone
CoE	Ms Margarida Segard	Director	Institute for Technology and Quality (ISQ)	Portugal	mmsegard@isq.pt	351 961201647
	Mr Sylwester Laskowski	Head of NIT Training Center	National Institute of Telecommunications (NIT)	Poland	s.laskowski@tl.waw.pl	48 22 51 28 230
	Mr Thomas Bauschert	Professor	Technische Universität 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 Vladimír	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
	Ms Annelies Vrbova	Senior Expert of the Electronic Communications Department	Ministry of Industry and Trade	Czech Republic	vrbovaa@mpo.cz	420 224 85 22 41
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	UK	prof.mellor@me.com	44 7957806330

		Academy				
	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

