



## **REPORT BY THE CHAIRPERSON**

### **1 Introduction**

The 4<sup>th</sup> Steering Committee Meeting for the Centres of Excellence for Europe was organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU), in Copenhagen, Denmark, on 12 December 2017 and hosted by the European Communications Office (ECO).

The objective of the SC-CoE-EUR was to take stock of the third year of implementation of the Centres of Excellence (CoE) strategy and review the experiences and lessons learned in the work by the CoE institutions in the Europe region. The meeting considered the experiences of the third year, provided recommendations on the way forward and took strategic decisions for the year four of the current CoE cycle. The meeting agreed on the timetable of annual activities for 2018, further development of the training focus, financial aspects of collaboration, and promotion plans amongst others.

The meeting was paperless and was held in English only. Meeting documentation is available on the SC-CoE-EUR [website](#). Remote participation facilities were made available to the participants. The Secretariat was provided by Rosheen Awotar-Mauree, Programme Officer, ITU Officer for Europe.

### **2 Participation**

The meeting was attended by 13 participants including 3 Member States from the Europe Region, 5 representatives from Centres of Excellence, 4 representatives of ITU and 1 representative of ECO. The list of participants can be found in Annex Two.

### **3 Opening Ceremony**

Opening remarks were delivered by Mr. Jaroslaw Ponder, Head of ITU Office for Europe, ITU, Mr. Dirk-Olivier Von der Emden, Chairman of SC-CoE-EUR for 2017 [remotely], Dr. Cosmas Zavazava, Chief of Department, Projects and Knowledge Management, ITU, Mr. Manuel Cabral, Chairman of the Com-ITU of CEPT and Mr. Bruno Espinosa, Deputy Director of European Communications Office, hosting the meeting.

Some highlights are

- a) Centres of Excellence have to prove their excellency not just in names but in actions.
- b) The declaration of WTDC-17 "nobody shall be left behind" was highlighted and is in line with the CoE spirit.
- c) Feedback of CoE is key to refine processes and procedures document. CoEs are the game changers.
- d) The way forward is to seek alignment of CoE topics to the priorities agreed at WTDC-17.

- e) Starting 2018, a new cycle of nomination of CoE by Member States will be initiated and completed in order to let new CoEs start operations in 2019.
- f) CoEs Network is a competitive platform for capacity building by developing high quality content which is peer reviewed and will be certified.
- g) Marketing of the CoE programme should use new social media channels facilitating coordination and strengthening work between all CoEs in all region.
- h) An invitation to all CoEs to showcase their actions at the 2018 Global ICT Capacity Building Symposium in Dominican Republic, should be issued.
- i) This is the first steering committee after WTDC-17 and CoE actions are guided by Resolution 73 and Resolution 40. Many common European proposals were considered and accepted at WTDC-17.
- j) Regional priorities for Europe adopted for WTDC-17 are aligned with CoE actions.

The meeting agreed on the draft agenda (Annex One) and took note of the documents (available on the [SC-CoE-EUR website](#)).

#### **4 Review and confirmation of the membership of the Steering Committee**

Based on the CoE Operational Processes and Procedures Document (<https://academy.itu.int/news/item/1152/>), 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 additional representatives of the European Member States chosen by ITU based at their request.

The Steering Committee composition was reconfirmed as presented in Annex Three.

#### **5 Election of the Chairman of the Steering Committee for the coming year**

Based on the Operational Processes and Procedures Document (<https://academy.itu.int/news/item/1152/>), the Chairman of the Steering Committee is elected for a term of one year.

The Secretariat has undertaken consultations on the candidature of the new Chairperson, and the meeting elected Mrs Annelies Kavi, Czech Republic, as the Chairperson for 2018.

The meeting thanked the outgoing Chairman of the Steering Committee, Mr. Dirk-Olivier Von der Emden, Switzerland, for his efficient chairmanship and guidance in 2017.

#### **6 Report of the outgoing Chair of the Steering Committee**

A comprehensive report on the successes, challenges and lessons learned throughout 2017 was presented by the outgoing Chairman of the Steering Committee, Mr. Dirk-Olivier Von der Emden. The report outlined a number of recommendations for consideration by the Steering Committee (available on the [SC-CoE-EUR website](#)). It was confirmed that a total of 18 courses were implemented and the capacity of 406 professionals was built through the five CoEs in Europe.

The meeting took note of the report with appreciation.

Discussions were held on observations and proposals made in the outgoing chairman’s report as follows:

- a) Speed up the delivery of deployment of ITU Certificates.
- b) 10 participants as minimum course participation as proposed in the outgoing Chairman’s report, at times, is not necessarily the correct number but a reasonable number according to the CoE’s experience, with break-even point for cost effective running of courses is needed.
- c) Courses on emerging topics of interest such a Big Data, Internet of Things, Artificial Intelligence and Digital Innovation may be considered. Having courses on new emerging topics not covered as a specialization area by any CoE was agreed. CoEs requested for flexibility going beyond their respective broader specialization. This issue will be implemented in 2018 via a letter from BDT Director to all CoEs. All CoEs present were in agreement. This matter will also be taken in 2018 review of processes and procedures for the new cycle.
- d) It was highlighted that the report has very good ideas especially in the proposals of the promotion campaign for CoEs to consider.
- e) Participation for face-to-face meeting is a challenge as the participants have to pay for their travel and accommodation. A framework to address this issue is needed for the new cycle.
- f) Discussions with Member States administration on how to use the catalogue as a planning and promotion tool will be undertaken starting with the next COM-ITU CEPT meeting on 13 December 2017.
- g) Harmonised and competitive pricing for all face-to-face courses and the same approach for e-learning was mentioned.

## 7 Experience of Centres of Excellence in 2017

Representatives of Centres of Excellence for Europe delivered presentations:

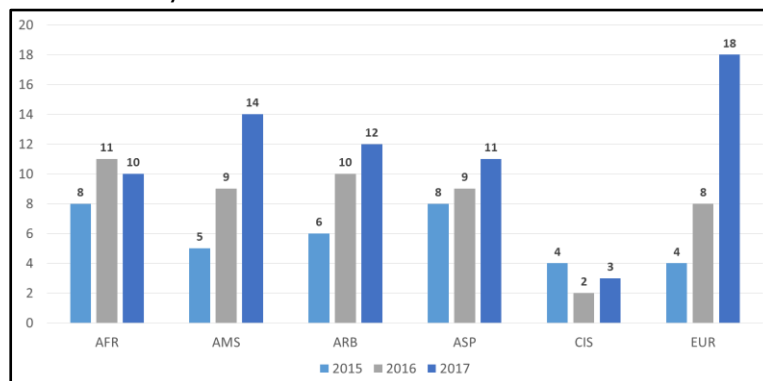
- 1. TFYR of Macedonia - Ss. Cyril and Methodius University, Faculty of Electrical Engineering and Information Technologies (FEEIT)
- 2. Czech Republic – Czech Technical University (CTU)
- 3. Poland - National Institute of Telecommunications (NIT)
- 4. Portugal - Institute for Technology and Quality (ISQ)

Presentations used for the purposes of this session are available at [SC-CoE-EUR website](#).

## 8 Overview of ITU Capacity Building Activities and CoE Strategy Update

Mr Mike Nxele, Senior Human Capacity Building Officer, BDT, ITU made a presentation on the CoEs and ITU’s recent capacity building activities, from a global perspective (available on the [SC-CoE-EUR website](#)). Some highlights of the presentation and discussions were:

- a) Europe region has done very well in 2017



**Courses implemented per region per year**

- b) New partnerships to run ITU developed courses (free material) were mentioned and separate agreements are needed even for CoEs as they can run beyond CoE cycles.
  - Spectrum Management Programme has been developed and is under implementation.
  - QoS training has been elaborated.
  - ICT and Climate Change course is almost complete.
  - Internet Governance course content development is in progress.
- c) Spectrum Management programme is undergoing accreditation through the Central Evaluation and Accrediting Agency – Zentrale Evaluations und Akkreditierungsagentur (ZEvA Hannover) – to confirm the quality of the courses. Other programmes will go through similar accreditation processes.
- d) The ITU Academy develops content based on inputs from all the 3 ITU sectors.
- e) The processes and procedure document should define the roles of ITU Academy, ITU Academia members and CoEs.
- f) ITU Academia partnership meeting was held in Budapest in September 2017 with a special session of CoEs. Europe CoEs should be encouraged to join future capacity building events, in particular, Global ICT Capacity Building Symposium to be held in the Dominican Republic in July 2018, as well as the Regional Development Forum for Europe. Information on how CoEs can contribute to discussions and showcase their work at these events was provided.
- g) CoEs are invited to participate in next ITU publication on Capacity Building in a Changing ICT Environment either as contributor of a paper or as a peer reviewer.
- h) CoE review of Strategy will be refining operational processes such as accommodating flexibility, making CoEs more efficient, limiting the CoEs number currently to 6 per region (this number may slightly change).
- i) CoEs (via [Eurregion@itu.int](mailto:Eurregion@itu.int)) were invited to provide feedback on the Operational Processes and Procedures review before February 2018.
- j) The procedure for CoEs to use of existing training material (powerpoints with assessment) developed by ITU, is through a letter to BDT Director expressing interest.

## **9 Establishment of an annual training plan for Europe**

Based on the experience of 2017 and the planning of each Centre of Excellence, the 2018 CoE-EUR Training Plan was agreed as presented in Annex Four and the training catalogue was endorsed for circulation in January 2018.

## **10 Pricing strategies and financial procedures**

The meeting reviewed the course fees applied by the CoEs in 2017 and agreed that free market pricing should be maintained.

## **11 Fostering cooperation between regional Centres of Excellence**

The importance of collaboration between CoEs at the regional level was highlighted. It was proposed that a training session given by CoEs be held at the Regional Development Forum in Europe, as a way to promote the work of CoEs.

Participants took note of the global platforms provided by ITU for interaction between CoEs namely the biannual Global ICT Capacity Building Symposium and the ITU Academy events. It was underlined that the physical presence of CoEs at these events is essential for fostering cooperation between CoEs and other stakeholders.

## **12 Assistance in promoting the activities of the Centres of Excellence**

A sustained promotion campaign starting right from January 2018, led by the CoE and monitored closely by the CoE focal point could be envisaged. The promotion would include

- a course web page hosted at the CoE level with detailed, practical and knowledge focused information that attracts participation
- this course web page should be linked to the ITU Academy page
- tweeting by the CoE (and ITU) on the course with "Save the Date for course registration & start info" and "Count down to course registration closing and course starting"
- CoE to develop a list of events and special interest groups where the course can be promoted and effect focused promotion

Training reports for face-to-face courses should require at least 2 photos (e.g. group photo and training in action) so as to provide a more real perspective to the ITU focal point and these elements would be used in future promotional material. Such a practice is currently followed for non-CoE training offered in the Europe region.

Popular courses need to be investigated to understand and replicate positive elements leading to large participation.

A strategy of running courses that have already proved themselves in terms of high participation and to revamp or cancel those that have cancellation history or poor participation, would be optimal for Europe.

## **13 Date and venue of the next Steering Committee Meeting**

It was proposed to continue the good practice of holding the annual meeting of the SC-CoE-EUR back to back to the meeting of the Com-ITU of CEPT, if ever. Participants noted with appreciation the offering of ECO to host the 2019 meeting of the SC-CoE-EUR.

## **14 Conclusions**

The Group thanked the Chairman of the Steering Committee for her efficient chairing and guidance. ECO was thanked for hosting the meeting and its warm hospitality. The chairman of the Com-ITU of CEPT was thanked for facilitating cooperation at the regional level. Appreciations were also expressed for assistance by the ITU Secretariat.

*Annelies Kavi*  
*Chairperson of the Steering Committee*

## **Annex One: Agenda**



### **4<sup>th</sup> ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting**

**12 December 2017, 9:00 – 15:00  
ECO, Copenhagen, Denmark**

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#### **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. Overview of ITU Capacity Building Activities & CoE Strategy update
5. Presentation by Centres of Excellence on their experience in 2017
6. Establishment of the 2018 annual training plan for Europe
7. Pricing strategies and financial procedures
8. Fostering cooperation between regional Centres of Excellence
9. Assistance in promoting the activities of the Centres of Excellence
10. Date and venue of the next Steering Committee
11. Any other business

## Annex Two: List of Participants



### 4<sup>th</sup> ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

12 December 2017, 9:00 – 15:00  
ECO, Copenhagen, Denmark

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#### LIST OF PARTICIPANTS

##### Member States hosting a Center of Excellence:

#	Name	Country	Affiliation
1	Kavi Annelies	Czech Republic	Ministry of Industry and Trade
2	Manuel Costa Cabral	Portugal	ANACOM

##### Member States not hosting a Center of Excellence:

#	Name	Country	Affiliation
3	Dirk-Olivier Von Der Emden*	Switzerland	Office Fédéral de la Communication (OFCOM)

##### Center of Excellence in EUR region: Countries

#	Name	Country	Affiliation
4	Toni Janevski	FYR of Macedonia	FEEIT
5	Sylwester Laskowski	Poland	National Institute of Telecommunications (NIT)
6	Margarita Maria Segard	Portugal	Institute for Technology and Quality (ISQ)
7	Prof. Boris Simak	Czech Republic	Czech Technical University (CTU) at Prague
8	Jaroslav Burcik	Czech Republic	Czech Technical University (CTU) at Prague

##### ITU delegates:

#	Name	Country	Affiliation
9	Cosmas Zavazava	Switzerland	ITU/BDT
10	Mike Nxele	Switzerland	ITU/BDT
11	Jaroslav Ponder	Switzerland	ITU/BDT
12	Rosheen Awotar-Mauree	Switzerland	ITU/BDT

**European Communications Office:**

<b>#</b>	<b>Name</b>	<b>Country</b>	<b>Affiliation</b>
13	Bruno Espinosa	Denmark	ECO

\*Remote intervention from Switzerland  
In total: 12 physical presences, 1 remote



## Annex Three: Steering Committee 2018



### 4<sup>th</sup> ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

12 December 2017, 9:00 – 15:00  
ECO, Copenhagen, Denmark

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#### STEERING COMMITTEE 2017

- **Member States hosting a Center of Excellence:**
  - Czech Republic
  - FYR of Macedonia
  - Poland
  - Portugal
- **Member States not hosting a Center of Excellence:**
  - Bulgaria
  - Romania
  - Switzerland
- **GCBI representatives from European region:**
  - Portugal: Joao Chaves, ANACOM
  - UK: David Mellor, United Kingdom Telecommunications Academy (resigned)
- **ITU**

## Annex Four: Training Plan for 2018



### 4<sup>th</sup> ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

**12 December 2017, 9:00 – 15:00**  
**ECO, Copenhagen, Denmark**

### TRAINING PLAN for 2018

Name of CoE	Place	Name of courses for 2017	Modality	Dates	Fees applied
<b>ISQ (Portugal)</b>	Lisbon	1. Software conformance testing and audit	Face to face	27-28 June	800 USD
		2. CE mark for Telecommunication, Achieving compliance: From the Directives to the Test Lab	Face to face	21-23 November	700 USD
		3. Fiber optic splicing and installation	Face to face	23-25 May & 24-26 October	500USD
		4. Tailored Courses targeting Portuguese Audience	Face to face	TBA	TBA
<b>FEEIT (TFYR Macedonia)</b>		1. Future Broadband Internet Access	E-learning	29 May - 25 June	150 USD
		2. Next Generation Mobile Broadband	E-learning	20 November - 17 December	150 USD
<b>TUC (Germany)</b>	Berlin	1. Broadband Access	Face to face	October	500 USD
		2. Network and IT Security	Face to face	October	500 USD
<b>CTU (Czech Republic)</b>	Prague	1. Cyber Security Awareness for SMEs	Face to face	4 June	150 USD
		2. Introduction to Cyber Security Lifecycle of the New Millennium	Face to face	1 October	150 USD
		3. International summer school on Cybersecurity	Face to face	9-13 July	Free
		4. Tailored Courses targeting Local Audience	Face to face	TBA	TBA
<b>NIT (Poland)</b>	Warsaw	1. Strategic Aspects for Internet Governance and Innovations	E-Learning	5-12 February	150 USD
		2. Wireless Access Technologies to Internet Network	E-learning	2-9 April	150 USD
		3. Security and QoS in Internet Network	E-learning	24 September - 1 October	150 USD
		4. Legal and regulatory barriers to the introduction of cloud services in the EU	E-learning	5-12 March	150 USD
		5. Technical, business and regulatory aspects of 5G Network	Face to face	25-26 October	500 USD