



**Telecommunication
Development Bureau (BDT)**

Ref.: BDT/EUR/DM-282

Geneva, 21 August 2017

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

**Subject: Invitation to the 4th ITU Europe Centres of Excellence Steering Committee Meeting,
12 December 2017, Copenhagen, Denmark**

Dear Sir/Madam,

I am pleased to invite your Administration/Organization/Company to participate in the **4th ITU Europe Centres of Excellence (CoE) Steering Committee Meeting**, organized by the International Telecommunication Union (ITU) and hosted by the European Communications Office, which will take place on **12 December 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 4th Europe Centres of Excellence Steering Committee Meeting is expected to review the progress of work undertaken since the 3rd Steering Committee Meeting held in January 2017, and take timely 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 2018, further development of content, quality assurance, promotion plan, pricing strategies and financial procedures as well as offers of 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 13 November 2017**.

The Draft Agenda is attached for your information (Annex 1), while documents such as the Registration form, Practical information for participants and other details will be available at <https://www.itu.int/en/ITU-D/Regional-Presence/Europe/Pages/Events/2017/4thSC/4th-CoE-Steering-Committee-Meeting.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 Rosheen Awotar-Mauree (Rosheen.awotar@itu.int) no later than **13 November 2017** with a copy to Mr Jaroslaw Ponder, Head of the ITU Office for Europe (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



4th ITU Europe Centres of Excellence Steering Committee Meeting

**12 December 2017 (Starting at 9:00 A.M.)
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
6. Presentation by Centres of Excellence on their actions implemented and planned ones
7. Establishment of the 2018 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



4th ITU Europe Centres of Excellence Steering Committee Meeting

12 December 2017 (Starting at 9:00 A.M.)
ECO, Copenhagen, Denmark

INFORMATION ON VENUE

Meeting will be held in the premises of European Communications Office.



Nyropsgade 37, 4th floor
1602 Copenhagen, Denmark
Tel: +45 33 89 63 00 (09.30 - 15.00 CET)
Fax: +45 33 89 63 30
Email: eco@eco.cept.org

How to reach ECO from the airport

By TRAIN:

The airport station is at the far end of the terminal building after you come out of the baggage reclaim and customs area. Tickets are available from machines and access is by travelator or elevator down to the platforms. Trains to Copenhagen Central Station ('København H') leave from platform 2 approximately every 10-12 minutes, the journey takes 13 minutes. The fare for a single ticket is 36 DKK. It is a 10 minute walk to ECO from Central Station. You can also change to the S Train and it is just one stop to Vesterport Train Station. It is a 3 minute walk from Vesterport station to the ECO premises.

By METRO:

The Metro departs from the Airport every 3 to 6 minutes. The station is reached by escalator at the far end of the arrivals terminal building. The journey takes app. 15 minutes to Forum station. It is approximately a 13 minute walk from Forum station to the ECO premises. You can also take the metro to Nørreport st. and then change to the S Train and it is just one stop to Vesterport Train Station. It is a 3 minute walk from Vesterport station to the ECO premises.

By TAXI:

The taxi fare from the airport to the ECO premises is approx DKK 300 (EURO 40). The journey takes approximately 15 to 25 minutes, depending on traffic conditions.

