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| Telecommunication Development Bureau (BDT) |
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| Ref. | BDT/EUR/DM-497 | Geneva, 2 December 2014 |
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| Subject: | **Invitation to the 1st ITU Europe Centres of Excellence Steering Committee Meeting, 11 February 2015, Copenhagen, Denmark**  |
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| Dear Sir/MadamOn behalf of the Director of the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU) I am pleased to invite your Administration/Organization/Company to participate in the **1st ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting,** organized by the ITU and hosted by the European Communication Office, which will take place **11 February 2015 (9:00 – 18:00), in Copenhagen, Denmark**.  This meeting will be held back to back with the meeting of the CEPT Com-ITU.  Following the launch of the new strategy for the ITU Centres of Excellence (CoE), the selection process for the EUR CoEs has been completed. The new strategy 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/>). The 1st EUR CoE SC Meeting is expected to take key strategic decisions aimed at implementation of the approved *Operational Processes and Procedures*. Some of the key issues include 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. 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 GCBI, ITU 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 20 January 2015**. Draft Agenda is attached for your information (Annex 1), while more details will be available at <http://www.itu.int/itu-d/eur> and <http://academy.itu.int>.The meeting will be held at the **European Communications Office** and does not entail any fees. Coffee and lunch will be offered to the participants by ECO. This meeting will be held in English only and will be paperless. Interested participants are requested to complete the attached registration form (Annex 2) and return it to Ms Marina Chevtchenko (marina.chevtchenko@itu.int) no later than **20 January 2015** with a copy to Mr Jarolsaw Ponder, Coordinator for Europe Region (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 you experts should be covered by your Administration / Organization / Company. Those 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 3.I look forward to your participation.Yours faithfully,[Original signed]Jaroslaw K. PONDER Coordinator for Europe Regioncc. BDT Director |
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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 AGENDA** |
| 1. Election and Confirmation of the members of the Steering Committee
2. Election of the Chair of the Steering Committee for the coming year
3. Presentation of an overall strategy for Centres of Excellence Worldwide
4. Presentation of identified Centres of Excellence for Europe, including their specialization
5. 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
6. Establishment of an annual training plan for Europe
7. Fostering cooperation between regional Centres of Excellence
8. Assistance in promoting the activities of the Centres of Excellence
9. 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)
10. Date and venue of the next Steering Committee
11. Other business

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|  | **ANNEX TWO****C:\Users\stankovic\Desktop\ITU logo.jpg****1st ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting****11 February 2015, 9:00 – 18:00** **ECO, Copenhagen, Denmark** |  |

**REGISTRATION FORM**Please use **CAPITAL** letters.Family Name:……………………………………………………………………………………………………………………………………………………………….Given Name:…………………………………………………………………………………………………………………………………………………………………Title/Function:………………………………………………………………………………………………………………………………………………………………Name of Organisation/Company:……………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………Town:……… ……………………………………… Country:……………………………………………………………………………………………………………Telephone Number(s):..…………………………………………………………………………………………………………………………………………………Fax Number(s):……………………………………………………………………………………………………………………………………………………………..E-mail:…………………………………………………………………………………………………............................................................................Please e-mail this form duly completed **by Tuesday, 20 January 2015 at the latest,** to Ms. Marina Chevtchenko (marina.chevtchenko@itu.int) and Europe Coordination Unit (eurregion@itu.int)

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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****INFORMATION ON VENUE** **Meeting will be held in the premises of European Communications Office.**EcoNyropsgade 37, 4th floor 1602 Copenhagen, DenmarkTel: +45 33 89 63 00 (09.30 - 15.00 CET)Fax: +45 33 89 63 30Email: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. 17 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 350 (EURO 46). The journey takes approximately 15 to 25 minutes, depending on traffic conditions. |