**Telecommunication
Development Bureau (BDT)**

Ref.:   BDT/PKM/HCB/DM/350   Geneva, 12 September 2013

To all Members of GCBI

Subject: **2ⁿᵈ Meeting of the Group on Capacity Building Initiatives (GCBI) – Great Missenden Abbey, United Kingdom, 21-22 October 2013**

Dear Sir/Madam,

I would like invite you to the second meeting of the Group on Capacity Building Initiative (GCBI) to be held in Great Missenden Abbey, United Kingdom, from 21 to 22 October 2013. The meeting is being hosted by the Chairman of the GCBI, Professor David Mellor, under the kind sponsorship of the United Kingdom Telecommunications Academy (UKTA).

This meeting follows the successful first meeting of the group held from 30 April to 1 May 2012 at the ITU offices in Geneva. The meeting will provide an opportunity for you to be updated on the key activities in capacity building that have been undertaken within the BDT since the last meeting, and to give advice to BDT. In particular, the meeting will review progress made to date in the preparations for the implementation of the new Centres of Excellence strategy. A draft agenda for the meeting is attached (Annex 1) for your consideration.

I am pleased to inform you that ITU will cover your air ticket and terminal expenses for your trip to Great Missenden Abbey, and that UKTA has kindly offered to meet the cost of accommodation and meals during your stay in the United Kingdom Coordination for this meeting, including travel logistics, will be done through the Head, Human Capacity Building Division, Mr Svein Tenningas, who can be contacted on svein.tenningas@itu.int.

I would be grateful if you could confirm your participation in this meeting by completing the attached Registration Form (Annex 2) and return it **by 30 September 2013**, as indicated in the form.

Additional information on the event will be sent to you shortly.

I look forward to your participation in this meeting.

Yours faithfully,

[Original signed]

Brahima Sanou
Director