



**Project Budget
Number:**

Project Title: CIS Branch of the Centre of
Excellence for EUR and CIS

Project Short Title: CoE-CIS Phase II

**Estimated Start
Date:** March 2007

**Estimated End
Date:** December 2009

**Government Coop.
Agency:** Ministries of Communications
Regulatory Bodies
Telecommunication Operators
Telecommunication Universities

**Implementing
Agency:** International Telecommunication
Union

Project Site: ITU Headquarters, Geneva

**Beneficiary
Country:** Commonwealth of Independent
States

**ITU Project
Coordinator:** Jean-Claude FAURE

SUMMARY OF CONTRIBUTIONS

A) Project Budget

Description	US \$
Intern'l Personnel	72,000
Evaluation and control	29,000
Mission Costs	63,500
Coordinator	90,000
National Professionals	119,100
Training	21,000
Miscellaneous	45,400
Total:	440'000

Grand Total

B) ICT-DF Contribution: US\$ 235,000

C) Training Fees Collection: US\$ 205,000

C) Participating countries Contribution (in kind)

- Lecturers and Instructors,
- Equipped classrooms and Infrastructure

Brief Description: The Centre of Excellence Project aims at providing sustainable and long-lasting capacity building solutions for decision-makers and senior level officials in the Telecommunication Sectors in the region.

In the CIS region, the Project aims at bringing into operation a network of excellence amongst potential content providers, like universities, technological institutions, training centres etc. as well as service and technology providers who will provide on-line solutions together with face-to-face seminars. As well, the realization of the Project results in the implementation of a priority CIS regional initiative on Future Development and Establishment of "Centres of Excellence" and Creation of a Learning Space, which was adopted by the WTDC-06 (Resolution 17, Rev.Doha, 2006).

The experience learnt in Phase I as well as during previous ITU Distance Learning Projects has shown that there is a growing interest from the participating countries. However, this needs to be consolidated to achieve a long-term sustainability in the project.

The project receives in-kind contributions from partners that should be used to benefit the requirements of each CoE activity (e.g. expertise, training materials, etc.).

On Behalf of

Signature

Date

Name/Title

ITU:

29/3/2007


Sami Al Basheer Al Morshid
BDT Director

**Commonwealth of Independent States (CIS) Branch
of the Centre of Excellence for EUR and CIS
Phase II**

CONTENT

- 1 Project background
 - 2 Development objective
 - 3 Project strategy
 - 4 CoE-CIS activities in 2006 and future Action plan
 - 5 Experience gained through the implementation of CoE activities in 2003-2006
 - 6 Specific features of Phase II implementation process and long-term sustainability
 - 7 Immediate objectives, Products, Indicators and Activities
 - 8 Obligations and Responsibilities of the different Parties
 - 9 Project duration and timetable
 - 10 Management, monitoring and evaluation
 - 11 Work plan and budget
-
- Annex 1: Project Coordinator's Job Description
 - Annex 2: Action Plan for 2007-2009
 - Annex 3: Budget for 2007-2009
 - Annex 4: List of Participants to the CoE Steering Committee held in Kiev in January 2006
 - Annex 5: Final Report of the CoE Steering Committee held in Kiev in January 2006

1. Project background

Taking into account the successful implementation of the five Centres of Excellence in the other ITU regions (Africa, Asia & Pacific, Americas and Arab region), the decision to implement a sixth Centre of Excellence was taken early 2002 by the Steering Committee of the ITU ICT Development Fund, with an allocation of US\$ 335'570 for each of CIS and EUR branches.

The first Coordination meeting of the CIS countries participating in the Centre of Excellence (CoE) Project (Russian-speaking branch) was organized by the ITU/BDT in Moscow, Russia in September 2002.

The following documents listed below were approved as a requisite for setting up the CoE operations thus:

- Terms of reference
- Governing structure
- Composition of the Steering Committee and its members
- Set of training programmes
- Coordination scheme

This first Steering Committee meeting of the EUR & CIS Centre of Excellence took place in Thessaloniki, Greece, in February 2003. An allocated budget was approved and divided to each branch.

Internal regulations for the CoE, terms of reference and final composition of the Steering Committee, venue for the Coordination Offices and the appointment of a Coordinator for each branch were approved, for a term of two years. Each branch operates its own action plans, defines and validates it on a yearly basis by the Steering Committee.

In November 2004, the Steering Committee for both Europe and CIS was split into two independent Committees. Each branch has now set up its own Steering Committee, though the project strategy and development objective defined in 2002 have remained unchanged.

2. Development objective

The strategic purposes of the new project for the CIS branch (CoE-CIS) are:

- a) "to establish a regional mechanism in order to strengthen the region's capacity to generate knowledge and experience in telecommunication policy, regulatory issues, telecommunication management and new technologies and services, with a view to adequately meeting the requirements e.g. in human resources, training and development";
- b) "to implement during the upcoming four-year period a priority CIS regional initiative on Future Development and Establishment of "Centres of Excellence" and Creation of a Learning Space, which was adopted by the WTDC-06 through the Resolution 17 (Rev.Doha, 2006)"

This will be carried out in such a way that the public and private sectors benefit and see the value of trainings planned as well as the application of information technologies, and telecommunication technologies for the development of economic and social equality and the strengthening of institutions in the Commonwealth of Independent States.

3. Project strategy

3.1 The purpose of the CIS Branch of the Centre of Excellence

The Centre of Excellence (CoE) plays a unique role in developing telecommunications in the CIS region, by making contributions in keeping the sector at the cutting-edge and enabling countries to offer services best-suited to the development of the information society. Accordingly, the CoE strengthens and improves the means necessary to develop and consolidate high-level competencies related to telecommunication policy development, regulatory issues, telecommunication management, the new technologies and services in accordance with requirements and expectations of the region.

3.2 Strategy of the CIS Branch of the Centre of Excellence

a) The CoE has to focus on the organization and presentation of excellent training programmes designed for government authorities, senior managers, operators and service providers, to facilitate the development of telecommunications in the region. The CoE seeks to bring into operation a network of excellence among potential content providers (e.g. universities, technological institutions and training centres, etc.) and to service providers and technology providers already established in the region, with the expertise to give practical advice and award sponsorship for programmes on an annual basis.

b) The CIS Branch of the Centre of Excellence project has to focus on four aspects:

- Analysis and knowledge of the market with regard to excellence training requirements and expectations of the different players in the sectors;
- Establishment of major contact-points for the creation of the network of excellence nodes
- Enrolment and involvement in plans and programmes of various public and private entities e.g. methods of work of other associations compatible with the approach of the project and the ITUs.
- Increase efficiency, e.g. e-learning practices and modern communication tools.

4. CoE-CIS activities in 2006 and future Action plan

An action plan for year 2006 was validated within the limits of the availability of funds in January 2006; all other requested actions have been integrated in this new Project Document.

a) The CoE action plan for 2006 included a series of 7 actions initially approved at the CoE Steering Committee Meeting in Riga, Latvia, in December 2004, that could not be implemented during year 2005 and had been planned for 2006 and funded by the remaining funds of the CoE project 7 RER 02 015. Five of them have been implemented as the last actions funded by this project and as such as considered as part of the existing background.

A total number of 180 participants took an active part in the Distance Learning courses which were carried out in the period from February 2006 to July 2006.

b) The remaining list of actions approved in Riga and not yet implemented neither during year 2005, nor in the framework of the small action plan for 2006 have been considered as a first series of actions to be funded by the new project, from 2007 to 2009.

It has been complemented with new actions that have been recommended by the participating countries during the evaluations of the recent CoE workshops organized in the region. The up-dated list has been validated during the last meeting of the RCC HR Commission, held in Minsk, Belarus on 4-5 October 2006.

The yearly implementation capability of the CIS Branch of the Centre of Excellence being currently around 17 training actions per year, the implementation of this list of actions may take at least 3 years and a half, even if an increased number of actions can be expected each year as of 2009.

This plan is outlined in **Annex 2**

5. Experience gained through the implementation of CoE activities during the period 2003-2006

- 1) For each CoE workshop, a financial support consisting covering DSA and travel costs was awarded to national Experts contributing which training materials. This practice has boosted the influx of participants. The participation from host countries has also increased.
- 2) Several workshops having been organized for each programme, the participants have become confident along the sessions and a cooperative working atmosphere has been shown.
- 3) With the downsizing policy in effect, there has been a decrease in participation. To compensate this, the CoE activities should focus on the most relevant issues for the region.
- 4) Marketing practices of the CoE still need to be improved, e.g. make substantial awareness through the ministries, regulatory agencies, operators and other entities in the CIS region.
- 5) The agreed proposal for the design and implementation of distance learning sessions need to be reinforced.

6. Specific features of Phase II Implementation Process and long-term sustainability

- 1) The CoE-CIS network will be jointly funded by the ICT Development Fund of the ITU, and by contributions of the RCC Communications Administrations and other interested entities that will be determined, through a CoE Stakeholders meeting, to be conveyed as the first step of the new CoE Project.
The RCC Executive Committee confirmed the possibility to collect the payment of Training Fees using the UNDP system. The above mechanism (or any other equivalent

alternative solution that could allow to collect the funds through the CIS countries) should be set up by the RCC Communications Administrations which have confirmed their readiness to become the key STAKEHOLDERS of the new CoE-CIS Network. Participation payment for the courses and workshops will be introduced step-by-step. The necessary mechanism will be discussed and defined during the first CoE Steering committee meeting and the CoE Business Plan will be then up-dated accordingly.

- 2) The Stakeholders will assist the CoE Coordinator in the development of the CoE training materials and in the administration of the CoE Network activities.
Three kinds of Stakeholders are identified for 2nd phase of the CoE-CIS Project:
 - CoE Training Providers (to be considered as the CoE Nodes)
 - CoE Partners (most likely from the Private Telecom Sector)
 - Regional or International bodies (ITU, RCC, etc.)

All Stakeholders will play an active role and they will complement each other at the different stages of the implementation process, from the definition of the strategic guidelines to the operational process required for the implementation of any CoE action (identification of the hosts, design of the agendas, development of the training resources, delivery, assessment etc.).

The identification of these Stakeholders will be made in relationship with the ability of each Node to play a leading role in designing a given CoE Training Program as well as in contributing in the implementation of any other program lead by other Nodes. Specific Contact-Points to be clearly identified for each commitment of a given Stakeholder.

The first Stakeholders meeting will be organized back to back with the first CoE Steering Committee meeting already planned for April 2007, in Kazakhstan. Other eventual meetings will be decided by the CoE Steering Committee when required.

- 3) CoE Training Providers and Partners will set up a network of Subject Matter Experts (Content Providers) for each CoE-CIS program. This list should be up-dated every year depending on the kind of actions to be selected for each yearly action plan.
- 4) Existing National Nodes will be reinforced and the collaboration among the Nodes will be improved through cross-contributions to their respective activities.
CoE activities will be targeted on all telecommunication players without any limitation to operators and regulators.

7. Immediate objectives, Products, Indicators and Activities

7.1 Immediate Objectives

- 1) **Immediate objective 1:** To consolidate the existing network of Nodes of Excellence (currently 6 operational Nodes) in which public and private entities participate as providers of knowledge, content and/or experience, through a cost recovery approach, under the criteria set for the creation of centres of excellence, and contribute to the establishment and fulfilment of the strategic purpose of the project.

Criteria of success:

- *At least 4 Nodes applying an effective cost-recovery approach*

- 2) **Immediate objective 2:** To develop and deliver training programmes for high-level governmental authorities and for the directors and managers of telecommunication operators and service providers, in the areas of telecommunication policy, regulation, telecommunication management and new technologies and services, thereby responding to the most urgent training needs in the sector. Optimisation of the use of information technologies applied to training (e-learning) should be a priority as well as the development of regional and local capacity and knowledge in the subjects dealt with.

Criteria of success:

- At least 2 actions for each selected programme implemented by the end of 2007+ 3 additional actions during 2008 and 3 additional ones during 2009
- At least one case-study do be disseminated on CD-Rom and one distance learning session per programme and per year.

- 3) **Immediate objective 3:** To set up, by the end of 2009, the mechanism needed to demonstrate the feasibility of the self-sufficiency of each Node of the Centre of Excellence Network for the CIS Region through the application of cost recovery criteria, distribution of responsibilities among project participants, and the promotion and systematic marketing of its various products and activities:

Criteria of success: At least 14 training actions per year and 50 % of the required yearly budget provided through training fees collection or any other financial contribution from the participating organizations.

7.2 Products

- 1) **Product 1:** A Network of Centre of Excellence Nodes, established and operational, with a supervisory structure and management system for each Node, defined and approved by the countries of the concerned sub-region, and with activities under way in accordance with plans and budgets established and approved on an annual basis.

Criteria of success:

- At least 50% of financial self-sustainability of each active nodes of the network by the end of 2009;
- Establishment of a dedicated management unit for each Node, charged with coordinating and implementing network activities (by end 2009);
- Establishment of annual operating programmes and budgets for each Node of the Centre of Excellence, approved by the Steering Committee.

- 2) **Product 2:** High-level training programmes and courses, developed and approved, for the benefit of governmental authorities and the directors and managers of telecommunication operators and service providers, in the areas of telecommunication policy, regulation, management and new technologies and services.

Criteria of success:

- Five yearly training programmes (one for each of the five priority areas identified) developed and approved;
- At least 100 trained participants per CoE Node and per year;
- A minimum of 50 % of activities carried out by virtual means (e-learning);
- A minimum of 50 % of activities carried out with support from external partners;
- A satisfaction rate of the participants amounting at least 80%.

- 3) **Product 3:** Cost-recovery criteria established and accepted by the countries, and mechanisms for promoting and marketing network activities, with a view to achieving self-sufficiency for the Centre of Excellence.

Criteria of success:

- *Payment of enrolment fees by at least 50 % of the participants for each course (by end 2009);*
- *Contributions by external partners for at least 50 % of the courses (by end 2008);*
- *Establishment of a website to provide information and promote CoE activities (as of mid 2007).*

7.3 Activities

Project activities are included in the annual action plan of the CIS branch of the Centre of Excellence for the Europe and CIS region (see **Annexe 2** which sets out the action plans in question for years 2007 to 2009).

The detailed action plan for each of the following years will be prepared and submitted to the Steering Committee for approval during the second half of the immediately preceding year.

8 Obligations and Responsibilities of the different Parties

8.1 Cooperative features of the CoE Network and obligations of the participating Countries

The Centre of Excellence Network is designed to provide added value products and services and to optimize its operational costs. It will establish its sustainability gradually, with a view to minimizing risk and ensuring the best possible use of the funds assigned to the project. Generally speaking, all Parties involved in the project will collaborate in identifying potential partners for the project, so that they can participate and collaborate in project activities. Every opportunity to establish a new node or to involve a new partner in network activities, which will contribute to the CoE's objective and may generate a financial return, will make the network more self-sufficient and capable of designing new and improved programmes.

In this respect, each host country of a Node will provide the required office facilities for a Leading Expert who will be responsible for organizing the cooperation among all Subject Matter Experts required for the design and delivery of the programme lead by this host country. Proposals for assigning and hosting the Leading experts will be made through the first meeting of the Steering Committee and submitted to the ITU for final approval.

8.2 Obligations of the ITU

ITU will provide funds and resources for the Coordinator post for a minimum period of two years. ITU will also support the cost of the short expertise required for the implementation of Workshops and Distance Learning sessions, as well as for evaluation, monitoring and training actions contributing to the long-term sustainability of the project.

ITU will have the following specific tasks:

- Selection and assignment of the Coordinator in accordance with the relevant rules and procedures of ITU. The job description and responsibilities of the Coordinator are set out in **Annexe 1** to this document.

Note: as soon as the team of Leading Experts has been established, the Steering Committee should consider the transformation of the Coordinator's post into a part-time post.

- Eventual procurement of equipment and other services in accordance with relevant ITU rules and procedures, using the funds available for the project.
- Support for securing contributions from private sector partners for the organization of planned courses (dissemination, advisory services, technical support and institutional back-up). It is hoped that ITU will provide executive leadership in this regard.

9 Project duration and timetable

The scheduled length of the period of implementation of the second phase of the Centre of Excellence project for the CIS region is 3 (three) years. The mechanism relating to the consolidation of the Centre of Excellence Nodes for the CIS region, will be organized during the first year of the project, and the growing involvement of the Leading Experts, towards the progressive financial self-dependance of each CoE Node will be achieved over two years, with the possibility of an eventual extension if the parties consider it necessary and there are sufficient funds for the purpose.

As mentioned above, the project activities will be described for each Node in a yearly action plan, defined through consultations with each other Node in existence at any given time.

Annex 2 sets out the action plan scheduled for years 2007 to 2009.

10 Management, monitoring and evaluation

10.1 Management

The Centre of Excellence for the Europe and CIS region will be governed by a Steering Committee, which will meet at least once a year. For its first meeting, the membership of this Steering Committee will consist in the representatives who had been assigned by the participating countries as members of the Steering Committee established during the first phase of the project (See **Annex 4** and **Annex 5**, List of Participants and Final Report of the Steering Committee held in Kiev on January 2006)

This Committee will:

- approve the annual action plan;
- decide on issues relating to the breakdown of project funds;
- approve all material changes to the annual action plan;
- approve the timetable of annual activities proposed by the Coordinator;
- approve approaches to potential nodes for the network of excellence of the CIS region and validate the integration of initiatives by the nodes in the project action plan;
- evaluate the actions of the different nodes and collaborate, if necessary, in their respective projects;

- evaluate and approve progress reports submitted by the Coordinator;
- lay down the guidelines it considers necessary for the gradual self-sustainability of the Centre of Excellence Network for the CIS region.

The Coordinator will be responsible for:

- administering the different training programmes,
- assisting the Leading experts of the CoE Nodes in the implementation of the plan agreed by the Steering Committee
- monitoring the activities of the CoE with respect to this plan,
- communicating with the different nodes and customers with a view to coordinating CoE activities in the CIS Region.

He will develop a close relationship with other CoE coordinators from the other Regions.

10.2 Monitoring and evaluation

An official report on project activities will be submitted annually by the Coordinator, based on inputs provided by the Leading Experts. This report, under the responsibility of the National Coordinator, will cover significant advances, actions and amendments, as well as the financial status of the project.

Upon completion of the project, a final evaluation report will be prepared, which will deal *inter alia* with the main results achieved and changes in the financial status of the project.

11 Work plan and budget

11.1 Work plan

The project work plan is made up of the annual action plans of the Centre of Excellence for the Europe and CIS region (approved by the Steering Committee). The overall plan for 2007 to 2009 is given in **Annex 2** to this document.

The action plans may be modified in the light of the region's requirements and changes in the availability of project funds, subject in all cases to approval by the Steering Committee of the Centre of Excellence and by ITU.

The annual action plan for each of the subsequent years will be prepared and submitted to the Steering Committee for approval during the second half of the immediately preceding year.

11.2 Budget

Annex 3 give initial estimates of the cash contributions needed for the implementation of the project, which constitute the project budget.

The financial requirements were determined on the basis of the activities provided for in the annual CoE action plans.

ANNEX 1 : Project Coordinator's Job Description



Place des Nations
CH 1211 Genève 20

INTERNATIONAL TELECOMMUNICATION UNION Telecommunication Development Bureau - Recruitment of Experts

Téléphone National
Téléphone International

(022) 730 51 11
+41 22 730 51 11

Tg: BDTel GENEVE
Tél: 421 000 UIT CH

BOT TELEFAX
+41 22 730 54 84

TELETEX
228 48815 100=uit



Date: 18 January 2007

FIELD VACANCY NOTICE

Title: Program Coordinator, CIS Branch of the Centre of Excellence for the Europe and CIS Region Country: To be defined by CoE-Steering Committee Duty station: To be defined by CoE-Steering Committee	Type of appointment: NPPP Duration of appointment: 1 year, with possibility of extension Date of commencement: As soon as possible	Post number (Ref.): To be defined Date limit for application: Tel. contact:
---	---	---

Duties: Under the supervision of the BDT/HRD Division in Geneva and in close collaboration with the ITU Area Representative in Moscow, the ITU Coordinator for the EUR and CIS Region and the Steering Committee of the CIS Branch of the Centre of Excellence, the Programme Coordinator will support implementation and administration of the various training programmes decided for the CIS Branch of the CoE, including those carried out in partnership with the private sector.

The Programme Coordinator's duties will include:

- To develop proposals for policy and operational and financial strategy applicable to the Russian Speaking Branch of the Centre of Excellence project. Establish a business plan, based inter alia on a tariff strategy, programme sustainability arrangements, and promotion strategies.
- To ensure participation of all potential players in the Sub-region and coordinate the development of networking operations.
- To plan, develop, organize and implement Centre of Excellence activities. In this connection, secure support from institutions and partners in the planning of training activities and development of relevant course material; coordinate the implementation of resources provided by partners (consultancy services, course materials, computer and telecommunication equipment, etc.); and oversee logistical matters required for course implementation.
- To participate actively in presenting of the courses, at the duty station or regional facilities, and in promotion of the programme, to ensure that target countries participate adequately in the programme.
- To develop and maintain a resource database to support the programme. The data will include regional and international experts, bibliographic references, regional activities and case-studies to identify best practices.
- To maintain privileged relations with the other Branch of the Centre of Excellence as well as with other centres of excellence, in order to maximize efficiency and minimize duplication of tasks.
- To prepare a monthly progress report and any other reports as required in connection with the Branch's activities (e.g., regional benchmarking data on topics covered by the Centre of Excellence).
- To assess the results of the activities carried out by the Russian Speaking Branch of the Centre of Excellence as well as to evaluate their impact at the sub-regional level.
- The Programme Coordinator will be responsible for management of consultancy services, administrative support, resources provided through partnership agreements (as well as the relevant recruitment) and resources provided by the programme.
- Carry out any other duties in his or her specialty as may be assigned by ITU

Languages: Russian and English.

Qualifications and experience:
Senior Expert/Coordinator/Adviser:

- University degree in telecommunications, business administration, or computer science.
- Sound knowledge of telecommunications, particularly in the context of the Russian speaking Countries of the concerned Region.
- Grounding in computer science and use of Internet applications.
- A minimum of 10 years of management experience in telecommunications or information technologies.

EMOLUMENTS:		Base Salary	
<i>Special Service Agreement</i>	per calendar day	US\$	) +Daily Subsistence Allowance (DSA)) paid in local currency at prevailing UN rate
<i>Short-term</i>	per annum	US\$	
<i>Intermediate-term (with dependants)</i>	per annum	US\$	+US\$ (Post
<i>Intermediate-term (single)</i>	per annum	US\$	+US\$ (Adjustment

The remuneration offered cannot be higher than quoted above. Both post adjustment and DSA are based on location and subject to variation. For detailed information, please refer to conditions of employment for ITU technical assistance project personnel.

Please address applications, quoting Post Number, to:

The Director, Telecommunication Development Bureau, Place des Nations, CH-1211 GENEVA 20, SWITZERLAND

ANNEX 2

CENTRE OF EXCELLENCE FOR CIS COUNTRIES: PROPOSAL OF ACTION PLAN – 2007 - 2009

Action Number	Title	Leading Country	Duration	Tentative Schedule Place	Expected Budget (US\$)	Comments
Policies and Regulatory Issues Programme						
1 7730	Organization of universal service	Kazakhstan/Ukraine	Workshop 3-4 days	2007, Almaty, Kazakhstan	12'000	Postponed from 2005
2 7832	On-line course on Problem of liberalization of the market in telecommunication field	Kazakhstan/Ukraine	DL 4 weeks	2007, Astana, Kazakhstan	4'000	Postponed from 2005
3 7831	CD-ROM: Problem of liberalization of the market in telecommunication field	Kazakhstan/Ukraine	Case-study	2007, Astana, Kazakhstan	4'000	Postponed from 2005
4 6845	CD-Rom on Policy of regulation of new services, formation of tariffs	Kazakhstan/Ukraine	Case-study	2007, Kiev, Ukraine	4'000	Postponed from 2005
5 8575	On-line course on price regulation of telecommunication services	Kazakhstan/Ukraine	DL 4 weeks	2008, Kiev, Ukraine	2'000	Duplication
6 9374	Problems and experience of liberalization in the field of telecommunications in the CIS countries	Kazakhstan/Ukraine	Case-study	2007, Almaty, Kazakhstan	4'000	New action; Partly funded by Kazakhstan

7 9375	Telecommunication Policy and Regulatory Issues	Kazakhstan/Ukraine	Workshop 3-4 days	2008, tbd	12'000	New action
8 9376	On-line course on Telecommunication Policy and Regulatory Issues	Kazakhstan/Ukraine	DL 4 weeks	2008, tbd	4'000	New action
9 9377	CD-Rom on Telecommunication Policy and Regulatory Issues	Kazakhstan/Ukraine	Case-study	2008, tbd	4'000	New action
10 9371	On-line course on Organization of universal service	Kazakhstan/Ukraine	DL 4 weeks	2008, Almaty, Kazakhstan	2'000	Duplication
11 9372	CD-ROM: Organization of universal service	Kazakhstan/Ukraine	Case-study	2008, Almaty, Kazakhstan	2'000	Duplication
12	On-line course on Problem of liberalization of the market in telecommunication field	Kazakhstan/Ukraine	DL 4 weeks	2009, Almaty, Kazakhstan	2'000	Duplication
13	CD-ROM: Problem of liberalization of the market in telecommunication field	Kazakhstan/Ukraine	Case-study	2009, Almaty, Kazakhstan	2'000	Duplication
14	Telecommunication Policy and Regulatory Issues	Kazakhstan/Ukraine	Workshop 3-4 days	2009, tbd	12'000	New action
Corporate Management Programme						
15 8577	On-line course on Corporate Management issues (part 1)	Russia	DL 4 weeks	2007, Novosibirsk, Russia	4'000	New action
16 8578	CD-Rom on Corporate Management issues (part 1)	Russia	Case-study	2007, Novosibirsk, Russia	4'000	New action

17 8576	Corporate Management issues	Russia	Workshop 3-4 days	2008, Novosibirsk, Russia	12'000	New action
18	On-line course on Corporate Management issues (part 2)	Russia	DL 4 weeks	2008, Novosibirsk, Russia	4'000	New action
19	CD-Rom on Corporate Management issues (part 2)	Russia	Case-study	2008, Novosibirsk, Russia	4'000	New action
20 8579	CD-Rom on Modelling of Business Process on Communication Networks of various assignments	Russia	DL 4 weeks	2009, Novosibirsk, Russia	2'000	Duplication
21	On-line course on Modelling of Business Process on Communication Networks of various assignments	Russia	Case-study	2009, Novosibirsk, Russia	2'000	Duplication
21	On-line course on Corporate Management issues (part 1)	Russia	DL 4 weeks	2009, Novosibirsk, Russia	2'000	Duplication
22	CD-Rom on Corporate Management issues (part 1)	Russia	Case-study	2009, Novosibirsk, Russia	2'000	Duplication
Technology and ICT Awareness Programme						
23 7833	Workshop on NGN: Digital, Technical, Packet Network	Russia	Workshop 3-4 days	2007, Moscow, Russia	12'000	Postponed from 2005
24 8581	Modern Technologies for Solving the "Last Mile" Problem	Russia	Workshop 3-4 days	2007, Armenia	12'000	Postponed from 2005

25 6858	CD-Rom on Information society: Technical , economical and legislative aspects of e-commerce and related Gender Issues	Russia	Case study	2007, Tashkent, Uzbekistan	4'000	Postponed from 2005
26 9363	On-line course on NGN: Technical and Economical problems. Planning, regulation and operation of NGN	Russia	DL 4 weeks	2008, Moscow, Russia	2'000	Duplication
27 6855	On-line course on rural communications – the problem of operation and development	Russia	DL 4 weeks	2008, Almaty, Kazakhstan	4'000	Postponed from 2005
28 6856	CD-Rom on Rural communications – the problem of operation and development	Russia	CD-Rom or Case study	2008, Almaty, Kazakhstan	4'000	Postponed from 2005
29 7834	Interactive digital TV and NGN. Who will be the first?	Russia	Workshop 3-4 days	2008, Moscow, Russia	12'000	Postponed from 2005
30 9365	Organization of Technoparks in RCC participants' countries	Russia	Workshop 3-4 days	2009, Baku, Azerbaijan	12'000	New action
31	On-line course on NGN: Technical and Economical problems. Planning, regulation and operation of NGN	Russia	DL 4 weeks	2009, Moscow, Russia	2'000	Duplication
32	CD-Rom on NGN: Technical and Economical problems. Planning, regulation and operation of NGN	Russia	Case study	2009, Moscow, Russia	2'000	Duplication

33 9368	On-line course on Technology and ICT Awareness	Russia	DL 4 weeks	2009, tbd	4'000	New action
34 9370	CD-Rom on Technology and ICT Awareness	Russia	Case study	2009, tbd	4'000	New action
Spectrum Management and Supervision Programme						
35 8583	Spectrum Management and Supervision Issues	Ukraine	Workshop 3-4 days	2007, Kiev Ukraine	12'000	New action
36 8582	Radio Frequency Spectrum Monitoring	Ukraine	Workshop 3-4 days	2008, Kiev Ukraine	12'000	New action
37 9359	On-line course on Spectrum Management and Supervision Issues	Ukraine	DL 4 weeks	2008, Kiev Ukraine	4'000	New action
38 9360	CD-Rom on Spectrum Management and Supervision Issues	Ukraine	Case study	2008, Kiev Ukraine	4'000	New action
39	Automation of Spectrum Management	Ukraine	Workshop 3-4 days	2009, Kiev Ukraine	12'000	New action
40	On-line course on Automation of Spectrum Management	Ukraine	DL 4 weeks	2009, Kiev Ukraine	4'000	New action
41	CD-Rom on Automation of Spectrum Management	Ukraine	Case study	2009, Kiev Ukraine	4'000	New action
Internet Technologies Programme						
42 6859	Current trends for the development of Internet Broadband Access	Belarus	Workshop 3-4 days	2007, Minsk, Belarus	12'000	Postponed from 2005

43 7726	CD-Rom on Technical, legal and economic aspects of IP-telephony	Belarus	Case study	2007, Minsk, Belarus	2'000	Duplication
44 9379	On-line course on Organization of VPN based on IP-networks	Belarus	DL 4 weeks	2007, Minsk, Belarus	4'000	New action
45 9380	CD-Rom on Organization of VPN based on IP-networks	Belarus	Case study	2008, Minsk, Belarus	4'000	New action
46 9378	Organization of VPN based on IP-networks	Belarus	Workshop 3-4 days	2009, Minsk, Belarus	12'000	New action
47 8586	CD-Rom on Security Issues of IP-networks Interaction	Belarus	DL 4 weeks	2009, Minsk, Belarus	4'000	New action
48 8585	On-line course on Security Issues of IP-networks Interaction	Belarus	DL 4 weeks	2009, Minsk, Belarus	4'000	New action
Train-the-trainers actions						
49 8587	Train-the-trainers actions	ITU	Training	2007, Geneva, Switzerland	7'000	
50	Train-the-trainers actions	ITU	Training	2008, Geneva, Switzerland	7'000	
51	Train-the-trainers actions	ITU	Training	2009, Geneva, Switzerland	7'000	
Coordinator's missions						
52 5974	Coordinator's missions			2007	2'000	
53	Coordinator's missions			2008	12'000	

54	Coordinator's missions			2009	12'000	
Steering Committee Meeting						
55 8588	Extraordinary Steering Committee meeting	Kazakhstan	2 days	End of April 2007	4'000	
56	3 rd Annual Steering Committee meeting	CIS (location tbd)	2 days	December 2007	5'000	
57	4 th Annual Steering Committee meeting	CIS (location tbd)	2 days	December 2008	10'000	
58	5 th Annual Steering Committee meeting	CIS (location tbd)	2 days	December 2009	10'000	
Coordinator						
59 8589	12-month assignment	Ukraine + rotation		2007	30'000	
60	12-month assignment	To be defined		2008	30'000	
61	12-month assignment	To be defined		2009	30'000	

Total: 440'000 \$

ANNEX 3

Budget for 2007-2009

UNION INTERNATIONALE DES TELECOMMUNICATIONS



CoE-EUR&CIS CIS Branch Phase 2

Budget 2007-2009

ISAP
Actions

Budgetary Lines

10	International Experts
15	Evaluation and Control
15.01	CoE Steering Committee meetings
16	Mission costs
16.01	Mission costs
17	National Professional Staff
17.01	National coordinator
17.02	National Experts
TOTAL PERSONNEL COSTS	
30	Training
31.01	Individual Training
40	Equipment
41.01	
50	Miscellaneous
52.01	Reports
53.01	Sundries
PROJECT SUB-TOTAL	

US \$	US \$	US \$	US \$
TOTAL BUDGET	2007	2008	2009
72'000	24'000	24'000	24'000
29'000	9'000	10'000	10'000
63'500	9'500	27'000	27'000
90'000	30'000	30'000	30'000
119'100	33'100	41'000	45'000
373'600	105'600	132'000	136'000
21'000	7'000	7'000	7'000
15'000	5'000	5'000	5'000
30'400	6'400	12'000	12'000
440'000	124'000	156'000	160'000

Allocation

TELECOM Surplus Requested Allocation 2007

Training Fees to be collected over 3 years

TOTAL

US\$

235'000

205'000

440'000

Project Manager:

Project Doc Status:

Budget Status:

Base Ref Docs:

Activity to

Exp. to 2007 + Comms. 2008

(Exp.to 2007+Comms. 2008total allocation)

Actual Funds Available as at 08.12.2005

Total Allocation LESS expenditure to 2007 + Comms. 2008

440'000

Annex 4

2nd Steering Committee Meeting of CIS Branch CoE for Europe and CIS Kyiv, 19-20 January, 2006

Nr.	Country	Name & Title	Entity	Address	Telephone	Fax	E-mail
1.	Azerbaijan	Rufat Guylmammadov Head of Section	Ministry of Communications and Information Technologies	33, Azerbaijan ave., AZ1000, Baku, Azerbaijan	+ 994 12 598 1977	+ 994 12 493 3984	sesh-rg@mincom
2.		Azer Mammedov Senior consultant	Ministry of Communications and Information Technologies	33, Azerbaijan ave., AZ1000, Baku	+ 994 50 687 0505	+ 994 12 498 5058	azermamedov@mincom.gov.az
3.	Belarus	Liliya Plaksa Head of Department	Ministry of Communications and Informationization		+375 17 226 1265	+375 17 226 0848	plv@mpt.gov.by
4.		Oleg Khodasevich Dean	The Higher Governmental Communications College		+375 17 217 5628	+375 17 2643723	oleg@vks.belpak.by
5.	Georgia	Tamaz Kachlishvili	Ministry of Economic Development	12, Rustaveli ave, 0108 Tbilisi	+995 32 935 1 55	+995 32 935 1 55	tamaz@iberiapac.ge
6.		Evhen Malyshevskiy Head of SCC	National Telecommunication Association	95v, Dostyk Ave. 050051, Almaty	+73 27 260 8948	+73 27 260 8948	nta@nursat.kz
7.	Kazakhstan	Shakhmaran Seilov Executive head	JSC "Kazakhtelecom"	31, Abaya str. 010000, Astana	+73 17 258 7738	+73 17 258 0641	Shakhmaran.seilov@telecom.kz
8.		Asylbek Khayrushev Executive head	National Telecommunication Association	95v, Dostyk Ave. 050051, Almaty	+73 27 260 8948	+73 27 260 8948	nta@nursat.kz
9.	Russia	Artem Adzhemov Acting Rector	Moscow Technical University of Communications and Informatics (MTUCI)	8A, Aviamotornaya str. 111024, Moscow	+7 495 957 7717	+7 495 105 0435	asa@mtuci.ru
10.		Vagan Shakhgildyan President-Chairman	Moscow Technical University of Communications and Informatics (MTUCI)	8A, Aviamotornaya str. 111024, Moscow	+7 495 105 1065	+7 495 673 48 95	mtuci@mtuci.ru
11.		Olga Kaprielova Head of Department	Moscow Technical University of Communications and Informatics (MTUCI)	8A, Aviamotornaya str. 111024, Moscow	+7 495 957 7709	+7 495 674 0032	ird@mtuci.ru

12.	Tajikistan	Shodi Odinaev Head of Department	Ministry of Communications				
13.	Uzbekistan	Amanulla Nasrullaev Head of Department	Communications and Information Agency of Uzbekistan	28a, A. Navoiy str. 700011 Tashkent	+988 71 138 4116	+998 71 139 8782	nasrullaev@aci.uz
14.	Ukraine						
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.	ITU	Jean-Claude Faure HRD Offices	International Telecommunication Union	Place des Nations 1211 Geneva 20	+41 22 730 54 78	+41 22 730 55 27	Jeanclaude.faure@itu.int
25.	RCC	Luydmyla Kluysyna Leading engineer	Executive Committee of the Regional Commonwealth in the field of communications (RCC)	7, Tverskaya str. 111024, Moscow	+7 495 692 7134	+7 495 692 7043	ecrcc@rcc.org.ru

Annex 5



Centre of Excellence for Europe & CIS

Final Report of the 2nd Steering Committee Meeting for the CIS Branch

Kyiv – Ukraine, 19-20 January 2006

Introduction

The “2nd Steering Committee meeting of the CIS Branch of the Center of Excellence for Europe & CIS ” has been organized by the ITU/BDT, in Kyiv – Ukraine, from 19 to 20 January 2006, in close coordination with the Executive Committee of the Regional Commonwealth in the field of Communication (RCC) and upon the kind invitation from the State Department of Communications and Informatization of Ukraine and with the assistance of the National Commission for Communications Regulation of Ukraine.

The meeting was hosted by the Ukrainian State Center of Radio Frequencies (Centre “Ukrchastotnaglyad”).

Objectives:

The main objectives of the meeting were:

1. To assess the current progress of the CIS Branch of the CoE and its related financial situation.
2. To discuss the sustainability of the activities carried out by the CIS Branch of the CoE with regards to current ITU guidelines.
3. To prepare the action plan of the CIS Branch for the year 2006 as well as the related budget.
4. To finalize a new project document.
5. To carry out an eventual revision of the previous decisions taken during the previous Steering Committee for the CIS Branch of the CoE.

Organization:

Ten Steering Committee Members (or their representatives) representing eight CIS Countries (Azerbaijan, Belarus, Georgia, Kazakhstan, Moldova, Russian Federation, Ukraine, Uzbekistan), the Executive Committee of RCC and the ITU, as well as Programme Coordinator and 10 Observers attended the meeting, as mentioned in the attached list of participants (**Annex 1**).

The opening sessions included welcoming short speeches from Mr Petro Yatsuk, Acting Director of the State Department of Communications and Informatization of Ukraine, Mrs Olga Filipova, Member of the National Commission for Communications Regulation of Ukraine, Mr Pavlo

Slobodianiuk, Head of the Ukrainian State Center of Radio Frequencies, Mr Jean-Claude Faure, ITU-BDT Representative and Mr Vagan Shakhildyan, Chairman of the Steering Committee. The participants adopted the suggested meeting agenda, which is included in **Annex 2**.

Mr. Vagan Shakhgildyan, President of the Moscow Technical University of Communication and Informatics and Chairman of the RCC HR Commission chaired the meeting.

CoE Worldwide Status Report

The ITU/BDT representative submitted the yearly status report concerning the activities of the CoE Network and emphasized the fact that some of the CoEs go on achieving remarkable results as they move steadily towards long-term sustainability. A reminder of the CoE worldwide results for year 2004 was also disseminated.

He reminded the important need to set up a dedicated transitional scenario for each CoE, fitting with the regional context and based on the business plan model that is already applied in other CoEs.

CIS Branch Progress Report and action plan for year 2006

The Programme Coordinator submitted a detailed progress report showing a series of recent success stories among the actions achieved by the CoE. The attendance is among the highest ones in the Center of Excellence Network and the results of the evaluations show that more than 80% of the expectations from the participants have been met.

These results reinforce the positive appreciation made during the previous Steering Committee meeting and confirm the concrete appropriation of the CoE brand by the region.

A new action plan has been validated for year 2006 within the limits of the current availability of funds; all other requested actions have been integrated in the new Project Document.

The action plan for year 2006 has been limited to a strict list of 7 Distance Learning actions to be funded with the remaining funds of the Project (**Annex 3**).

The meeting appreciated the extension of participating countries which are ready to take active part in the implementation of the CoE-CIS actions. Thus, the Administration of Azerbaijan expressed its readiness to organize the CoE Workshop on Technoparks in Baku in 2006. As well, the Administration of Georgia also proposed to host the CoE workshops, subject and date of which could be agreed later.

Hosting the coordination Unit of the CIS Branch

Kazakhstan expressed its wish to take over from Ukraine in hosting the CoE Coordination Unit at the end of the current Ukrainian mandate in May 2007.

Steering Committee Regulations

No change requested by the participating countries

Financial Scenarios and CoE Strategy

The drastic shortage of funds available in the CoE budget (\$ 25'000 for year 2006) does not allow anymore to build a transitional scenario towards long-term sustainability in the framework of the existing project.

In this context, it was agreed that there is no other alternative than to build this scenario in the framework of the new Project Document that has already been set up, based on the updated list of actions previously planned for years 2004 and 2005 and that could not be implemented in due time.

The principle of applying training fees has been agreed and lively discussions took place on different ways for organizing the cost sharing mechanism when implementing the new project.

The draft project document has been revised accordingly (**Annex 4**) and complemented with a 4-year Business Plan (**Annexe 5**)

The Chairman of the Steering Committee will liaise with RCC and the ITU Area Office in Moscow in order to identify the most appropriate approach for the collection of training fees and its contribution to the implementation of the new project.

Decisions

- 1- The meeting confirmed the list of 7 priority training actions to be implemented during first half of year 2006 with the remaining funds of the CIS Branch of the Center of Excellence for EUR & CIS (**Annex 3**).
- 2- Considering the current need for training fees accumulation in the CIS region that could not be addressed yet by the Center of Excellence mechanism, as well as the lack of funds in the current budget of the CIS branch of the Center of Excellence for Europe & CIS, the meeting decided to validate a new Project Document (entitled CoE-CIS Phase II, see **Annex 4**). This document is based on a decision to apply partly the training fees when implementing the planned Project in order to integrate the ITU recommendations for transforming the current CoE-CIS Branch into a fully sustainable mechanism over a 3-year period.
- 3- Considering the fact that the current funds of the CIS Branch will be exhausted in a few months, the Chairman of the Steering Committee will send a letter to the Director of the ITU/BDT stressing the urgent need for the ITU to consider the concerned project Document that has been validated by the Steering Committee.
- 4- The meeting recommends to the ITU/BDT to consider the issue of optimization of financing the workshops and training courses in CIS countries using the different funding sources (TELECOM Surplus Fund and regular ITU budget).
- 5- Taking into consideration some difficulties for transferring funds abroad in several participating countries, the meeting asked RCC and the ITU Area Office in Moscow to investigate (eventually with UNDP) on the most appropriate mechanism for combining the use of the ITU Funds with those generated through the collection of the training fees for any CoE training action hosted by a given participating country. The results of this investigation will be made available to the Chairman of the CoE Steering Committee no later than April 15, 2006.
- 6- The meeting decided to approve the 4-year Business Plan (**Annex 5**) submitted by the Project Coordinator showing the feasibility of the second phase of the Center of Excellence process, based on the ITU model already applied to other regions, as well as on the experience gained in the CIS countries during the last 3 years.
- 7- The meeting took into account the letter of the Administration of Kazakhstan to the ITU/BDT offering to host the Coordination Unit of the Center of Excellence, at the end of the current Ukrainian mandate.

- 8- The meeting decided to support regional initiatives approved during the RPM (WTDC-06 Regional Preparatory Meeting) in Moscow, as an opportunity to maintain the ITU financial support to the Center of Excellence once the full sustainability of the Center of Excellence has been achieved (see agreed text in **Annex 6**).
- 9- The meeting asked the ITU to consider the possibility of reinforcing the coordination of all CoE projects in the different regions, for example, by means of carrying out annual meetings of the CoE Program Coordinators, in order to for them to better share their experience.

Recommendations

- 1- The meeting recommended to apply a 3-level pricing strategy (from \$100 to \$280 per training session) from the very beginning of the implementation of the action plan included in the new project; the calculations of the Business Plan being based on an average value of \$240 for the workshops and \$110 for the Distance Learning sessions.
- 2- The meeting recommended all participating countries to align their distance learning scenariii to the recommendations provided by the CoE coordinator (see **Annex 7**).
- 3- Having set up the mechanism for fees collection in the CoE-CIS Branch, the Steering Committee recommended to carry out the registration of all participants from non-CIS countries, based on the payment of the fees.

Acknowledgements

The Steering Committee Members expressed their satisfaction and gratitude to the State Department on Communications and Informatization of Ukraine, the National Commission for Communications Regulation of Ukraine and the Ukrainian State Centre of Radio Frequencies for having hosted this 2nd Steering Committee meeting and appreciate their continuous support to the CoE-CIS Branch in this crucial transitional period.

The Committee expressed its deep appreciation for the personal commitment and sound achievements made by Mr. Dmytro Protsenko as the second Coordinator of the CIS Branch.

Annexes

- Annex 1: List of participants.
- Annex 2: Agenda of the meeting.
- Annex 3: List of 7 priority training actions for 2006
- Annex 4: Project Document for Phase II
- Annex 5: CoE-CIS Business Plan 2006-2009
- Annex 6: Agreed text for initiative III of the WTDC-06 Regional Preparatory Meeting of the CIS countries "Prospects of development and becoming of "Centers of Excellence" and formation of educational space"
- Annex 7: Recommendation on development of distance learning courses in accordance with programs of the CIS Branch of the ITU Centre of Excellence for EUR & CIS