Telecommunication Development Bureau (BDT)

3rd Steering Committee Meeting
ITU Europe Centres of Excellence (SC-CoE-EUR)
Copenhagen, Denmark, 17 January 2017

REPORT BY THE CHAIRMAN

1   Introduction

The 3rd 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 17 January 2017 and hosted by the European Communications Office (ECO).

The objective of the SC-CoE-EUR was to take stock of the second 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 second year, provided recommendations on the way forward and took strategic decisions for the year three of the current CoE cycle. The meeting agreed on the timetable of annual activities for 2017, 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 Jaroslaw Ponder, Coordinator for Europe, ITU.

2   Participation

The meeting was attended by 16 participants from 6 Member States from the Europe Region, 5 Centres of Excellence, 1 representative of GCBI, 3 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, Coordinator for Europe, ITU, Mr Wojciech Berezowski, Chairman of SC-CoE-EUR for 2016, Mr Manuel Cabral, Chairman of the Com-ITU of CEPT and Per Christensen, Director of European Communications Office, hosting the meeting.

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 on 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 Chairman, and the meeting elected Mr Dirk-Oliver von der Emden, Advisor, Office Fédéral de la Communication (OFCOM) as the Chairman of the Steering Committee for 2017.

The meeting thanked the outgoing Chairman of the Steering Committee, Mr Wojciech Berezowski, for his efficient chairmanship and guidance in 2016.

6   Report of the outgoing Chair of the Steering Committee

A comprehensive report on the successes, challenges and lessons learned throughout 2016 was presented by the outgoing Chairman of the Steering Committee, Mr Wojciech Berezowski. The report outlined a number of recommendations for consideration by the Steering Committee (available on the SC-CoE-EUR website).

The meeting took note of the report with appreciation.

7   Developments regarding the implementation of the CoE Strategy and the ITU Academy platform

Ms Susan Teltscher, Head of Human Capacity Building Division, 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). The highlights of the presentation were as follows:

a) There is a need to improve the performance of the CoEs to full capacity and improve the implementation of the planned trainings.
b) The revenue model has been reviewed and the CoEs can now collect the fees and send the balance to ITU.
c) A new promotion strategy has been developed and comments are invited from participants.
d) An online community for CoEs and for CoE Steering Committee members has been created.
e) The CoEs should submit all supporting documents for the invitation and training closure report, in time, and also adhere to standardized templates.
f) It is also recommended that registration for face-to-face courses be moved to the ITU Academy platform
g) A number of new courses have been/are being developed by ITU for use by CoEs (Table 1)

Table 1: List of courses developed / being developed by ITU Academy

Holistic training programmes developed / under development	Short courses developed	Existing training materials are also being aligned to ITU Academy quality standards
Spectrum Management Training Programme (SMTP)	Smart and sustainable cities	Conformance and Interoperability

Holistic training programmes developed / under development	Short courses developed	Existing training materials are also being aligned to ITU Academy quality standards
Quality of Service Training Programme (QoSTP)	Accessibility	
ICT & Climate Change Training Programme (ICT&CCTP)	IPV6, IPv6 and Internet Infrastructure Security (with APNIC)	
Internet of Things (IoT)	Satellite network registration procedures	
Internet Governance	Strategic cost modelling in a Quadplay environment	
	E-applications strategy development	

h) New partnerships are being developed within and outside the CoEs to deliver these courses and to create new training materials.

i) The ITU Academy platform has been updated with new functionalities like automated invoicing, temporary enrolment, controlled registration, package category course setting, and plagiarism detector.

j) The Global ICT Capacity Building Symposium (CBS-2016) had a session on CoEs that reinforced the fact that the Centres of Excellence philosophy served as a winning multi-stakeholder model for capacity building, and made the following suggestions

- Industry partners offered support and expressed interest in collaborating with the ITU Centres of Excellence. There is a need for alignment of training to industry requirements as it would increase chances of recruitment of graduates from the CoEs by industry.

- The session called for an inclusive approach to capacity building (including for persons with disabilities, youth) and striking a gender balance.

- The Centres of Excellences might be locally based but should expand their scope and provide services globally.

- The CoEs were urged to seek funding support from partners (both Government and industry).

k) Some of the future activities that requires attention include:

- The need to review the Operational Processes andProcedures document in preparation for the next CoE cycle (starting in 2018).

- The importance of implementing the strategy for promotion of CoE activities.

- The ongoing work to upgrade of the ITU Academy platform to cater for automated group invoices.

The attention of the meeting was drawn to the need of introducing a process of regular evaluation of the performance of CoEs, and a mechanism of addressing the issue of non-performing CoEs, eventually letting other training providers becoming CoEs during the course of the same cycle.

Steering Committee members and CoEs were invited to provide comments on the Operational Processes and Procedures Document (https://academy.itu.int/news/item/1152/), that currently is going through a review process. Comments should be sent to HCBmail@itu.int by 31 March 2017.

8   Presentations by Centres of Excellence on the actions implemented and planned

Representatives of Centres of Excellence for Europe delivered presentations:

1. Czech Republic – Czech Technical University (CTU) at Prague (PPT)
2. Germany – Technical University of Chemnitz (TUC) (remote intervention)
3. Poland - National Institute of Telecommunications (NIT) (PPT)
4. Portugal - Institute for Technology and Quality (ISQ) (PPT)
5. TFYR of Macedonia - Ss. Cyril and Methodius University in Skopje, Faculty of Electrical Engineering and Information Technologies (FEEIT) (PPT)

Presentations used for the purposes of this session are available at SC-CoE-EUR website.

Steering Committee members agreed on the following:
- Any activities carried out under the umbrella of ITU Centres of Excellence (irrespective of whether they are free or paid) should be notified to ITU in advance and results of the action should be reported back to ITU.
- The training catalogue 2017, reflecting executive descriptions of trainings, dates and price, should be established by 15 February 2017.
- The training catalogue 2018, including executive descriptions of trainings, dates and prices, should be established by 1 November 2017.
- Training catalogues should be broadly disseminated to all stakeholders.
- CoEs interested in organizing face-to-face trainings in fields other than their core specialization, may propose new activities for consideration by ITU. In case the proposed training focuses on the core specialization of another CoE, the respective CoE should be consulted prior to taking a final decision.
- The ITU Secretariat is invited to investigate the feasibility of making the ITU Academy more visible on the ITU website.
- Special efforts should be dedicated to attract stakeholders to register in the ITU Academy platform, with the aim of building a portfolio of potential new customers.

9   Establishment of an annual training plan for Europe

Based on the experience of 2016 and the planning of each Centre of Excellence, the 2017 CoE-EUR Training Plan was agreed as presented in Annex Four.

10   Pricing strategies and financial procedures

The meeting reviewed the course fees applied by the CoEs in 2016 (as referred in the tables One and Two in the outgoing Chairman's report 2016), and agreed that free market pricing should be maintained.

Some CoEs will consider their pricing strategy to reflect market dynamics in the future. It might require decreasing the course fees in some cases.

Overall financial procedures, including payment of the fees by participants to ITU, and payment from ITU to the CoEs, were reviewed by the meeting.

It was recommended that prices of courses should be published with all advertising of the course so that participants are not confused about whether the course is free or is a paid course.

For the face-to-face courses, the following was decided:

- The main objective of the CoEs is to make all possible efforts to run the courses according to the training plans agreed during the Steering Committee meetings.
- In case some courses would need to be postponed or cancelled due to the lack of participants or not sufficient number of registered participants, special efforts need to be made in order to avoid damage to any client.

- In the context of the above, communication on rules for cancelation need to be developed and communicated broadly.
- Face-to-face trainings should be confirmed not later than 30 days prior to the courses so that participants can do proper travel arrangements.
- Additional communication should be developed by the Secretariat, in coordination with CoEs, clarifying that the CoEs will contact each participant not later than the date of confirmation mentioned above.
- The ITU Secretariat is requested to investigate the feasibility of introducing an early bird registration price scheme.
- Registering participants should receive information from CoEs regarding the conditions of cancellation on their side.

12   Fostering cooperation between regional Centres of Excellence

The importance of collaboration between CoEs at the regional level was highlighted. The case of CoEs from Poland and TFYR Macedonia was mentioned as a good example.

Participants took note on the global platforms provided by ITU for interaction between CoEs, i.e. the biannual Global ICT Capacity Building Symposium and the upcoming ITU Academy event to be held in Hungary in 2017. It was underlined that the physical presence of CoEs at these events is essential for fostering cooperation between CoEs.

ITU drew attention to the fact that in response to last year's request an online community platform for Steering Committees is available for use, with the aim to foster collaboration across the regions, identify partners and areas of cooperation.

13   Assistance in promoting the activities of the Centres of Excellence

The meeting discussed the importance of involving stakeholders and promoting the ITU Academy-based trainings outside of the ttelecommunications field.

It was noted that on the ITU Academy platform contains all course-related materials, and the official communication regarding the courses is distributed to the ITU Membership.

ITU should continue using the practice of promoting the CoE activities at relevant events. Similarly, regional CEPT meetings could include this component.

ITU was requested to enhance communication with the CoE focal points.

CoEs were encouraged to find new opportunities to promote their work and the work of the ITU Academy.

The European Network of CoEs should be much more promoted at national and regional meetings.

The draft promotion strategy presented by ITU was noted by the participants (available at SC-CoE-EUR website). Steering Committee members and CoEs are kindly invited to provide comments on the document to HCBmail@itu.int by 28 February 2017.

14   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 with the first meeting of the Com-ITU of CEPT taking place in Q1/2018. Further coordination with Com-ITU on exact dates will follow in due time.

Participants noted with appreciation the offering of ECO to host the 2018 meeting of the SC-CoE-EUR.

15   Other Business

Members of the Steering Committee were invited to provide feedback about experiences gained during the 2015-2018 cycle to the Regional Preparatory Meeting for WTDC-17 that will take place on 27-28 April 2017 in Vilnius, Lithuania.

16   Conclusions

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

Dirk-Oliver von der Emden
Chairman of the Steering Committee

Annex One: Agenda

3rd ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

17 January 2017, 9:30 – 18:00
ECO, Copenhagen, Denmark

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 – platform upgrades and training materials

6. Presentation by Centres of Excellence on their actions implemented and planned

7. Establishment of the 2017 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

**3ʳᵈ ITU Europe Centres of Excellence (EUR CoE)
Steering Committee Meeting**

**17 January 2017, 9:30 – 18:00
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LIST OF PARTICIPANTS

Member States hosting a Center of Excellence:

#	Name	Country	Affiliation
1	Kavi Annelis	Czech Republic	Ministry of Industry and Trade
2	Wojciech Berezowski	Poland	Office of Electronic Communications
3	Manuel Cabral	Portugal	ANACOM

Member States not hosting a Center of Excellence:

#	Name	Country	Affiliation
4	Dirk-Olivier Von Der Emden	Switzerland	Office fédéral de la communication (OFCOM)
5	Gonzalez Blanca	Spain	Ministry of Energy, Tourism and Digital Agenda
6	Latinka Razpopova	Bulgaria	Ministry of Transport, information technology and communications

GCBI representatives from European region:

#	Name	Country	Affiliation
7	Joao Chaves	Portugal	GCBI/ANACOM

ITU delegates:

#	Name	Country	Affiliation
8	Susan Teltscher	Switzerland	ITU/BDT
9	Jaroslaw Ponder	Switzerland	ITU/BDT
10	Ilaha Rzayeva	Switzerland	ITU/BDT

Center of Excellence in EUR region: Countries

#	Name	Country	Affiliation
11	*Thomas Bauschert	Germany	Technical University of Chemnitz (TUC)

#	Name	Country	Affiliation
12	Toni Janevski	FYR of Macedonia	FEEIT
13	Sylwester Laskowski	Poland	National Institute of Telecommunications (NIT)
14	Margarita Maria Segard	Portugal	Institute for Technology and Quality (ISQ)
15	Jaroslav Burcik	Czech Republic	Czech Technical University (CTU) at Prague

European Communications Office:

#	Name	Country	Affiliation
16	Pert Christiansen	Denmark	ECO

*Skype intervention from Germany
In total: 15 physical presences

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STEERING COMMITTEE 2017

- **Member States hosting a Center of Excellence:**
    - Czech Republic
    - Germany
    - 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
- **ITU**

Annex Four: Training Plan for 2017

3rd ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

17 January 2017, 9:30 – 18:00

ECO, Copenhagen, Denmark

TRAINING PLAN for 2017

Name of CoE	Place	Name of courses for 2017	Modality	Dates	Fees applied
ISQ (Portugal)	Lisbon	1.Software conformance testing and audit	Face to face	1-2 June 2017	
		2.CE mark for Telecommunication, Achieving compliance: From the Directives to the Test Lab	Face to face	24-26 May 2017	
		3.Fibber optic splicing and installation	Face to face	3-5 May 2017	
		4.Information security management in Telecommunications – ISO 27001	Face to face	21-23 June 2017	
		5. Tailored Courses targeting Portuguese Audience	Face to face	Feb – June 2017	
FEEIT (TFYR Macedonia)		1.NGN, Cloud Computing and Ultra Broadband	E-learning	30 May - 26 June 2017	150 USD
		2.Giga Speed Wireless and Mobile Broadband Internet	E-learning	21 November - 18 December 2017	150 USD
TUC (Germany)	Berlin	1. Broadband Access	Face to face	July 2017	500 USD
		2. Network and IT Security	Face to face	July 2017	500 USD
CTU (Czech Republic)	Prague	1.Cyber Security Awareness for SMEs	Face to face	July 2017	150 USD
		2.Cyber Security Lifecycle of the New Millennium	Face to face	September 2017	150 USD
		3.International summer school on Cybersecurity	Face to face	August 2017	350 USD
NIT (Poland)	Warsaw	1.Strategic Aspects for Internet Governance and Innovations	E-Learning	3-10 April 2017	150 USD
		2.Wireless Access Technologies to Internet Network	E-learning	25 September – 2 October 2017	150 USD
		3.Security and QoS in Internet Network	Face to face	26-27 October 2017	500 USD
		4.Legal and regulatory barriers to the introduction of cloud services in the EU	Face to face	23-24 November 2017	500 USD