

**2nd Steering Committee Meeting
Centres of Excellence of the Americas Region
(SC-CoE-AMS)
Bogota, Colombia, 25-27 November 2015**

**Document SC-CoE-AMS-16/01-E
November 27, 2015
Original: Spanish**

FINAL REPORT

1 Introduction

The Second Steering Committee Meeting for the Centres of Excellence of the Americas Region was organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU), in Bogota, Colombia, from 25 to 27 of November 2015 and hosted by the Centro de Investigación y Desarrollo en Tecnologías de la Información y las Comunicaciones (CINTEL) in close collaboration with the Ministerio de Tecnologías de la Información y las Comunicaciones de Colombia and the Agencia Nacional del Espectro-ANE as Academic Partner.

The objective of the meeting was to enable the Steering Committee to provide strategic decisions on administrative and operational aspects based on the experience of the implementation of activities developed during 2015 and the first year of the transition towards the new strategic framework of the Centres of Excellence, mainly considering the challenges, best practices and lessons learned for the improvement and the continuous adjustment to the rules set out in the document on operational procedures and processes. In addition, provided support to the discussions on the annual training plan for 2016, as well as strategies for partnership between the regional Centres and the quality of the activities.

The meeting was conducted in Spanish with simultaneous interpretation in English. The documents of the meeting will be available on the following website:
https://academy.itu.int/index.php?option=com_content&view=article&id=131&lang=en

2 Participation

The meeting counted on the attendance of 17 participants including 6 Centres of Excellence (CCAT-LAT, CINTEL, CITIC, INATEL, INICTEL-UNI and UNLP) representatives from the Steering Committee and ITU representatives. The list of participants is attached as **Annex 2**.

Members of the Steering Committee for the 2015-2018 present at the meeting cycle:

- Argentina, represented by the Autoridad Federal de Tecnologías de la Información y las Comunicaciones (AFTIC)
- Colombia, represented by the Agencia Nacional de Espectro (ANE)
- Asociación de Empresas de Telecomunicaciones de la Comunidad Andina (ASETA)

Chair of the Meeting:

MINTIC as Colombian Administration named ANE to chair the meeting. The Director of ANE, Mrs. Martha Suarez designated Mrs. Vivian Gonzalez as the chairman of the SC-CoE-AMS.

Mrs. Ana Veneroso, responsible for the training activities in the Americas region jointly with Mr. Mike Nxele from the Human Capacity Building Division of the BDT, was appointed as ITU Secretary.

The Delegates approved the Provisional Agenda of the meeting shown in **Annex 1**.

3 Opening Ceremony

The Director of CINTEL, Mr. Manuel Martinez Niño opened the meeting by welcoming the participants and highlighted the importance of work performed by the CoEs and ITU's for the development of the telecommunication sector and ICT's, and mentioned the satisfaction in hosting this Meeting in Colombia. The Director of CINTEL wished all a pleasant stay in the city of Bogota.

Following, Mike Nxele, from the Human Capacity Building Division of BDT/ITU, stressed the importance of sharing experiences from the other regions during this Meeting and the relevance of the work of the Americas region towards the development of human capacity building through the Centres of Excellence. Mr. Nxele also highlighted the contribution of CITIC to the ITU Programme in Climate Change and invited all to actively participate of the HCB Global Forum, which will be held in Kenya, Africa, from 5 to 8 September 2016, and to contribute to the new publication of ITU's work on the development of Human Capacity Building.

The representative of MINTIC, Mr. Alejandro Delgado, Head of the International Affairs Office, welcomed participants and stressed the importance for Colombia to host the meeting and the presence of the ITU in the country. Mr. Delgado reiterated the relevance of the joint work that Colombia has developed for many years in cooperation with ITU and the impact that this work to the society. Mr. Delgado mentioned some of the priorities of the Government of Colombia for the development of the sector and emphasized the importance of the plan "Vive Digital".

The opening ceremony was followed by the presentation of all participants attending the Meeting.

4 Confirmation and presentation of the Members of the Steering Committee

Each representatives of the steering Committee of the Americas Region made a short institutional presentation highlighting its experience with ITU. From the CoEs side and according to Session 1 from the Agenda, each of the six Centres representatives made a presentation, considering the experience on the training activities carried out in 2015, the proposal of activities for 2016 and other activities carried out in cooperation with ITU.

The presentation of each entity is available on the website of the meeting: https://academy.itu.int/index.php?option=com_content&view=article&id=131&lang=en

5 Presentations of the ITU: The ITU Academy and Centre of Excellence initiative.

During Session 2, Mike Nxele, from the Human Capacity Building Division of BDT/ITU, delivered a detailed presentation on ITU's capacity building activities developed in 2015 including information on the progress in the implementation of the new strategy of the Centres of Excellence, including information on materials that are being developed through the ITU training programmes (spectrum management, quality of service and climate change), as well as ITU strategic partnership with multistakeholder for the development of different joint training activities. It was also mentioned the major challenges of the new strategy, proposals to overcome these challenges, strategies of partnership and cooperation, as well as the next steps to be followed. Apart from the expectations of the HCB Global Forum 2016, it was presented the new ITU's publication on the development of Human Capabilities.

The second presentation of Mike Nxele aimed to inform participants about the "upgrade" of the ITU Academy platform and the new tools added to the new version.

Ana Veneroso delivered a presentation on the capacity building work being implemented in the Americas region, the importance of the ITU Academy, the experience of 2015 with the new Centres of Excellence and the activities implemented with the CoEs, reiterating the challenges identified and the possible solutions to overcome them. Ana Veneroso also reiterated that the quality of the courses represent a crucial issue for a successful implementation of the activities and that CoEs still have room for improvement. Ana Veneroso stressed the importance of potential partnerships that may be established between the CoEs in the region and other regions, as well as the need to offer courses in English, which also serve the Caribbean region. She also highlighted that the CoE need to gather efforts to improve the dissemination of the courses, once this is essential for the implementation of the activities planned.

At the end of the first day meeting participants were invited to visit the premises of ANE and during the visit it was carried out the ceremony for the delivery of CINTEL's plaque, in the quality of ITU Centre of Excellence.



6 The role of the members of the Steering Committee and the recommendations.

The strategy of the Centers of Excellence of the ITU provides a governance structure for regulating the operation of the Centres through a Steering Committee and the ITU. According with the document of processes and operational procedures of the ITU CoEs (<https://academy.itu.int/news/item/1152/>) the responsibilities of the Committee are:

- Recommend and to advise ITU on the functioning of the CoEs and the ways of improving their initiative, strategic recommendations;
- Determine the amount of the fees to be applied;
- Determine the distribution of the training fees within the parameters prescribed in 3.2.1.1 Recommend the implementation of the quality assurance process;
- Recommend the implementation of the quality assurance process;
- Recommend the performance evaluation of the Centres;
- Recommend a training annual plan at the regional level;
- Recommend policies and pricing guidelines;
- Facilitate the collaboration between regional Centres;
- Give information and initial support to the new members and assist in the promotion of the activities of the Centres of Excellence.

During the debates that have been generated and the proposals submitted to the Committee, the following actions proposed are:

- All Centres are invited to gather efforts on the promotion of the courses as the crucial issue of their demand and to take advantage of different occasions, such as events, social networks and other means of communication to disseminate courses.
- To be updated and involved with the deliverables of the courses materials in advance and dully revised in terms of content, updates, typing, translations, etc. Materials should be sent to the ITU with minimum notice of one month prior to the delivery of the courses.
- May the instructors through the final report of the courses emphasize to their experiences and make recommendations for the improvement of activities, also include the feedback of the participants in the final survey of the course.
- To look after strategic partnership with institutions which are directly related to the courses main topics in order to best address it.
- To review the pricing policy in order to avoid limitations with the number of participants in the courses.
- The use of the ITU logo should strictly follow the rules defined by the ITU.
- The CoEs from the region are expected to interact with the other Centres in a global level as strategic cooperation and partnership.
- The CoEs must carry out at least two activities of training during 2016 that will be evaluated according to the criteria of monitoring and assessment established in the annex 8 of the Document of Processes and Procedures.

- The ITU could define the operational and administrative mechanisms that will facilitate the work related to the training activities and the harmonization process between the Centres, with the goal to improve the quality of the activities.
- The ITU will provide to instructors a guide of use of the platform and carry out training with Regional Coordinators.

7 Definition of the activities for 2016 and the registration cost of the training activities, distribution of the collected fees and the registration and payment operation.

Prior to the meeting, Mrs. Ana Veneroso sent an email to the CoEs requesting their proposals of training activities to be held during 2016 according ITU courses format.

Based on information provided by the Centres, during the meeting was presented the list of all the proposed activities and the Committee approved activities for 2016 indicated in **Annex 3**.

It was agreed that until 4 December 2015 the Centres shall send to the Regional Coordinator the "outlines" of the courses which have not been presented before the meeting and that these documents should also be dully revised clearly indicating the objective of the courses and to whom it should be addressed in order to meet the expectations of the participants.

With reference to the process of payment and prices, it was recommended a review of prices, taking into consideration the possible impact on the reduction in the number of participants in 2015. In this sense, the Steering Committee recommended:

In relation to the payment process and the definition of prices, an intensive debate took place considering the different criteria. Bearing in mind the need to harmonize the pricing policy, the history of price evolution in the framework of the CoE project, the number of hours of an activity, the human resources involved in an activity, the Steering Committee recommended that:

- Keep the definition of prices based on the of cost-recovery basis for online courses and face-to-face. In the case of the tailored courses, the prices will be defined according to the costs of preparation and realization of the activity which involves: hiring of an expert, travel costs, per diem, etc.
- In the case of the tailor-made courses (face to face), the prices will be defined according to the costs of preparation and realization of the activity which involves: hiring of an expert, travel costs, per diem, etc.
- The price of virtual courses for 2016 may be within the range of USD 250 to USD 400 for those with duration between 4 and 6 weeks, according to the human resources involved in it and the level of dedication of a professional considering his knowledge and participation to generate basic, intermediate and advanced courses. In case of courses with duration different from the ones mentioned above, they will be analyzed separately and submitted for the approval of the Committee.
- The ITU maintains the process of collection of tuition fees, including registration of participants, issuance of invoice and certification, as well as the distribution of resources which will be collected at 70% for the centers and 30% to the ITU.
- ITU will analyze the situation presented by Colombia and Ecuador on the conditions and time limits for payment of the courses.

At the end of the debate, the CoEs were invited to sign the Letter of Commitment on the use of the plaque that each entity will receive.

8 Next Steering Committee meeting in the Americas

The representative of CITIC, Mrs. Zoila Ramos, offered their facilities for the next Meeting, which will host the IX International Congress on ITCs to be held from 24 to 26 October 2016, in Quito, Ecuador. The representative of UNPL, Mrs. Lia Molinari also offered their premises for the next meeting. Considering the criteria of rotation, the Steering Committee has suggested that the meeting should be performed in Argentina, since until now Argentina has not host this meeting.

The representative of CCAT-LAT, Mr. Adrian Carballo, was invited to make a presentation on the South School of Internet governance, which was very much appreciated by all present.

9 Closing of the meeting and conclusions

The participants congratulated everyone for the success of the meeting and reiterated their commitment to the work that will be done in 2016. Representatives of the ITU emphasized their availability to assist with the strengthening of the network of Americas Centres of Excellence and took the opportunity to thank CINTEL and its team for hosting the meeting, as well as MINTIC and ANE for the support.

Annex 1



Second ITU Americas Centres of Excellence Steering Committee Meeting

**Bogotá, Colombia
From 25 to 27 November 2015**

Provisional Agenda

| Wednesday, 25 November 2015 | |
|------------------------------------|---|
| 08:30 – 09:15 | REGISTRATION OF PARTICIPANTS |
| 09:15 – 10:00 | OPENING REMARKS, ITU, MIKE NXELE, HCB DIVISION WELCOME REMARKS, CINTEL, MANUEL MARTINEZ NINO, EXECUTIVE DIRECTOR WELCOME REMARKS, MINTIC, ALEJANDRO DELGADO, HEAD, INTERNATIONAL AFFAIRS OFFICE |
| 10:00 – 10:30 | ELECTION OF THE CHAIRMAN OF THE MEETING PRESENTATION OF THE AGENDA FOR APPROVAL PRESENTATION OF STEERING COMMITTEE (SC) MEMBERS |
| 10:30 – 10:45 | COFFEE BREAK |
| 10:45 – 12:45 | SESSION 1 – Institutional presentation of the CoEs including activities delivered in 2015, planning for 2016 and recommendations <ul style="list-style-type: none">• CCAT-LAT• CINTEL• INICTEL-UNI |

| | |
|---------------|--|
| | <ul style="list-style-type: none"> • UNLP • INATEL • CITIC |
| 12:45 – 13:30 | LUNCH |
| 13:30 – 14:30 | SESSION 2 – ITU Presentations (HCB Division) <ul style="list-style-type: none"> • ITU Activities in capacity building • ITU Academy upgrade |
| 14:30 – 15:00 | COFFEE BREAK |
| 15:00 – 17:00 | Visit to Agencia Nacional del Espectro (ANE) |

Thursday 26 November 2015

| | |
|---------------|---|
| 08:30 – 10:00 | Session 3: ITU Presentations (ITU Americas Regional Office) <ul style="list-style-type: none"> • Implementation of AMS CoEs Training courses in 2015 and the new strategy <p>Debates</p> <p><u>Official Photo</u></p> |
| 10:00 – 10:30 | COFFEE BREAK |
| 10:30 – 12:30 | Session 4: STRATEGIES AND QUALITY <ul style="list-style-type: none"> • Quality of training activities • The strategy for the promotion of training activities • Partnership opportunities and resource mobilization |
| 12:30 – 13:30 | LUNCH |
| 13:30 – 15:00 | SESSION 5 – ANNUAL PLAN OF ACTIVITIES FOR 2016 |

| | |
|---------------|---|
| | <ul style="list-style-type: none"> • Plan of Activities for 2016 • Training fees and payment system |
| 15:00 – 15:30 | COFFEE BREAK |
| 15:30 – 16:30 | SESSION 6 - Fostering opportunities for partnership in the framework of the Centers of Excellence global network. |

Friday 27 November 2015

| | |
|---------------|---|
| 08:30 – 10:30 | <ul style="list-style-type: none"> • Adoption of the Plan of Activities for 2016 • Adoption of the Final Report |
| 10:30 – 11:00 | COFFEE BREAK |
| 11:00 – 12:00 | <ul style="list-style-type: none"> • Other issues • Closing Ceremony |

ANNEX 2

List of Participants

Miembros del Comité de Dirección

Argentina

Autoridad Federal de Tecnología de la Información y las Comunicaciones (AFTIC)

Esteban Héctor del Mármol

E-mail: edmarmol@aftic.gob.ar

Tel: +54 11 4347 9637

Colombia

Agencia Nacional del Espectro (ANE)

Martha Suárez

E-mail: martha.suarez@ane.gov.co

Tel: +571 6000030

Luis Eduardo Peña Reyes

E-mail: luis.pena@ane.gov.co

Tel: +571 6000030 Ext. 2855

Vivian González

E-mail: vivian.gonzalez@ane.gov.co

Tel: +571 6000030

ASETA

Asociación de Empresas de Telecomunicaciones de la Comunidad Andina

Jairo Gómez Malaver

Email: jgomez@aseta.org

Tel: +593 2 256 3812

Centros de Excelencia

CCAT-LAT

Centro de Capacitación en Alta Tecnología para Latinoamérica y el Caribe

Adrián Carballo

Email: ainfodata@gmail.com - acarballo@cclat.org
Tel: +5411 4328 5505

CINTEL

Centro de Investigación de las Telecomunicaciones

Manuel Martínez Niño
Email : mmartinez@cintel.org.co
Tel : +57 1 6404410

Ericc Sánchez
Email : esanchez@cintel.org.co
Tel: +57 1 6404410

Fernando Alarcón
Email: falarcon@cintel.org.co
Tel: +57 1 6404410 Ext: 129

CITIC

Centro Internacional de Investigación Científica en Telecomunicaciones, Tecnologías de la Información y las Comunicaciones

Mauro Flórez Calderón
Email: mauro.florez@citic.org.ec
Tel: +593 2 333103

Zoila Ramos Rodríguez
Email: zoila.ramos@citic.org.ec
Tel: +593 2 333103

INATEL

Instituto Nacional de Telecomunicações

Leonardo Maia
Email: leonardo@inatel.br
Tel: +55 35 9131 6529 / 55 35 3471 9211

Mario Ferreira
Email: mario.ferreira@inatel.br
Tel: +55 35 9191 6249 / +55 35 3471 9350

INICTEL-UNI

Instituto Nacional de Investigación y Capacitación de Telecomunicaciones – Universidad Nacional de Ingeniería

Carmen Oriondo Gates

Email: coriondo@inictel-uni.edu.pe

Tel: +511 626 1423

UNLP

Universidad Nacional de La Plata (UNLP)

Lia Molinari

Email: lmolinari@info.unlp.edu.ar

Tel: +5422 1 427 7270

Unión Internacional de Telecomunicaciones

Mike Nxele

División de Desarrollo de las Capacidades Humanas (BDT)

Email: Mike.nxele@itu.int

Tel: +41 22 730

Ana Veneroso

Oficina Regional de la UIT para las Américas (BDT/AMS)

Email: ana.veneroso@itu.int

Tel: +55 61 2312 2730

ANNEX 3

List of activities 2016

| Título del curso | Material | Duración | Modalidad | Precio propuesto |
|--|-------------------|-----------------|------------------|-------------------------|
| INICTEL-UNI (Acceso de Banda Ancha) | | | | |
| Redes Ópticas | Disponible | 4 semanas | Online | 350 |
| Redes Ópticas Multiplexadas – CWDM y DWDM | Disponible | 4 semanas | Online | 350 |
| Tecnologías de Redes de Acceso Óptico y Redes de Nueva Generación | Disponible | 4 semanas | Online | 350 |
| INATEL (Radiodifusión Digital) | | | | |
| TV Digital Avanzado: de la teoría a la practica (Portugués) | Disponible | 14 semanas | Online | 650 |
| Introducción a las Comunicaciones Satelitales (Portugués y español) | ----- | 11 semanas | Online | 300 |
| Sistema de TV Digital (Español y Portugués) | ----- | 13 semanas | Online | 450 |
| CINTEL (Gestión de Espectro) | | | | |
| Principios sobre el espectro radioeléctrico y su gestión | Disponible | 4 semanas | Online | 400 |
| Métodos de atribución y asignación del espectro | ----- | 4 semanas | Online | 400 |

| | | | | |
|---|-------------------|---------------------|----------------|-----|
| Tendencias en Gestión del Espectro | ----- | 4 semanas | Online | 400 |
| La teoría y los fundamentos de la gestión económica del Espectro | ----- | 4 semanas | Online | 400 |
| Monitoreo del Espectro Radioeléctrico | ----- | TBD | FtoF | 400 |
| CCAT-LAT (Servicios y Aplicaciones TIC) | | | | |
| Servicio y Aplicaciones TIC: infraestructura y funcionamiento de la Internet. | ----- | 4 semanas | Online | 350 |
| Redes Avanzadas de Telecomunicaciones | Disponible | 4 semanas | Online | 350 |
| Internet de las Cosas - IoT (Introducción para inmigrantes digitales) | ----- | 4 semanas | Online | 350 |
| CITIC (Cambio Climático) | | | | |
| Telecomunicaciones, TIC y Calentamiento Global (Básico) | ----- | 2 days 4 semanas | FtoF online | 298 |
| Métodos Cuantitativos para el Análisis de Políticas Públicas sobre Cambio Climático (Avanzado) - inglés y español | ----- | 4 semanas | online | 350 |
| Contabilidad Climática Retos y Oportunidades para el sector de las Telecomunicaciones y TIC avanzado | ----- | 2 days 4 semanas | FtoF online | 350 |
| Economía Circular para Combatir el Cambio Climático (básico) | ----- | 2 days 4 semanas | ftoF online | 350 |
| Internet de las cosas y cambio climático (inglés y español) | ----- | 2 days | ftoF | 350 |

| | | | | |
|---|-------------------|-----------------------|--------|-----|
| | | 4 semanas | online | |
| UNLP (Ciberseguridad) | | | | |
| Uso seguro y consciente de las TICs (básico) | Disponible | 6 semanas | Online | 250 |
| Gestión de la Seguridad de los sistemas de información: un enfoque desde los estándares y las buenas prácticas | ----- | 6 semanas | Online | 400 |
| Administración de la seguridad de las TICs en las organizaciones | Disponible | 6 semanas 30 horas | Online | 400 |
| Forensia digital usando herramientas de software libre | ----- | 6 semanas | Online | 400 |
| Introducción a la seguridad en la nube | ----- | 6 semanas | Online | 400 |

Observación: Los títulos de los cursos podrán ser ajustados con miras a que sean más atractivos a los potenciales participantes.