3ʳᵈ Steering Committee Meeting of the ITU Member States,

ITU-D Sector Members

Stakeholders of the Centres of Excellence Network for Africa

Hilton, November 8-10, 2016

Report

1. **Venue:** Transcorp Hilton Hotel, Abuja, Nigeria

2. **Agenda**: The adopted Agenda is attached as Annex 1.

3. **Participants:** 17 participants from 7 countries and officials from the ITU attended the meeting. The list of participants is attached as Annex 2.

Opening Ceremony

The opening ceremony started with the recitation of the Nigeria national anthem. The Honourable Minister of Communications Technology, Barrister Shittu Adebayo, delivered his welcome speech after which he took excuse to attend another function. In his speech he welcomed all participants to the Federal Capital Territory, Abuja and encouraged the delegates to engage in discussions that will further advance the growth and development of Africa and its citizens. He also emphasised the need for Africa to as a matter of urgency to mainstream into the digital economy to be able to reap from the new digital wealth that is transforming the economies of other developing countries. He noted that capacity building is important for this transformation, and CoEs should be at the centre.

The Administrator of the Digital Bridge Institute, Dr. Ikechukwu Adinde, delivered his welcome remarks on behalf of the host centre of excellence. After expressing great pleasure that the Digital Bridge Institute (DBI) is hosting the meeting, he welcomed delegates from Ghana, Niger and Sierra Leone as well as CISCO whose participation would invariably enrich the outcome of our deliberations. He then emphasised that CoEs are the platforms for accelerating the transfer of ICT skills and knowledge to attain the objectives of the capacity building global ICT which were clearly outlined during the Capacity Building Symposium in Nairobi in September 2016.

The Chairman of the Governing Board of the Digital Bridge Institute, Prof. B. M Barkindo also graced the opening ceremony and delivered his own welcome remarks.

The representative of the ITU from the Africa Regional office, Addis Ababa, Mr. Marcelino Tayob also delivered remarks on behalf of the ITU. He mentioned the ICTs role for the achievement of the SDGs and AU Agenda 2063 and emphasised the need for Africa Network to be represented at the Regional Development Forum (RDF) meeting to be held in Kigali the 5ᵗʰ of December, 2016, preceding the Regional Preparatory Meeting (RPM) from December 6 – 8, 2016 in preparation for WDTC meeting coming up in 2017 in Buenos Aires in Argentina from 9 to 20 October 2017. He also indicated that none of the goals could be achieved without well-designed human capacity building programs.

The Executive Vice Chairman/CEO of the Nigerian Communications Commission, Prof. U. G. Danbatta delivered the opening ceremony speech and at the end declared the 3rd Steering Committee Meeting of the ITU Centres of Excellence Network for Africa opened. During his remarks he emphasised that the role of ICT as a growth enabler is no longer debatable and his strong believe that African countries can harness the massive opportunities of the digital era by consciously investing not only in ICT infrastructure but in developing the requisite knowledge and skills through capacity building. He also gave the commitment of the Commission towards the success of the meeting and promised to lead the process leading to the implementation of any decision(s) taken for the good of the CoEs and Africa at large. On behalf of the Nigerian Communications Commission and the Federal Republic of Nigeria, he expressed appreciation to ITU/UNESCO for the encouraging Broadband Commission report released on the growth recorded by Nigeria from 10% to 20% in broadband penetration.

Session 1   -   Working Methods and Procedures

Approval of the Agenda and Schedule of Time

Under the guidance of the ITU as the Secretariat led by Mr. Marcelino Tayob, who acted as Chairman on behalf of the outgoing Chairman – Vik Bhoyroo from Mauritius, the Agenda for the 3rd SCM was presented for review and adoption. Further to a motion moved by Mr. Boudal Niang of ESMT Senegal and seconded by Mr. Ikechukwu Adinde of the Digital Bridge Institute, Nigeria, the agenda and time schedule of the 3rd Steering Committee Meeting of the ITU Centres of Excellence Network for Africa were adopted. The Agenda is attached as Annex 1.

The acting Chairman, Mr. Marcelino Tayob invited the delegates to make nominations for the election of the Chairman. Mr. Mike Nxele observed that as it is a procedural matter, Nigeria as the host country should take over the chairmanship of the Network. Guided by the provisions of the ITU Operational Processes and Procedures Manual paragraph 5.1.1, Mr. Marcelino Tayob handed over the chairmanship to Mr. Ikechukwu Adinde, the Administrator – Digital Bridge Institute, Nigeria, to preside over the 3rd SCM. Ikechukwu Adinde appreciated the appointment.

REPORT OF THE OUTGOING CHAIRMAN

On the report of the Africa Network by the outgoing chairman, Mr. Marcelino referred the delegates to the position paper by Africa Network during the 2nd SCM. Part of the position paper featured during the Capacity Building Symposium 2016 in Nairobi, Kenya, on the need to use part of Universal Service Fund for capacity building.

Session 2 - Review of 2nd SCM Decisions, Recommendation and Action status

The chairman expressed concern at the absence of some members from Steering Committee meetings, adding that this will affect the whole Network. He observed that the absence of South Africa and Mauritius at the 3rd SCM is evidence of under performance by ITU COEs. He further noted that COEs are struggling and DBI is not an exception. However, they try their best under difficult circumstances, and take their responsibilities seriously. He urged ITU to address this issue and take appropriate action.

Recommendation 2: The chairman raised the issue of support the ITU could give to CoEs so that they are in a better and stronger position to deliver on their mandate. In response Mr. Mike Nxele stated that a holistic review of the Operational Processes and Procedures document will be undertaken, and the issue of clarity on the role of Chairman of the Steering Committee will be taken into account. He further proposed that the Steering Committee could assist through the Chairman by making concrete proposals on the role of the Chairman, and their proposals would be considered in the review process. He also explained that he will share a strategy document on support to CoEs that has been developed internally within the ITU. The chairman observed that recommendations should assign responsibilities for implementation and ease of follow up and accountability.

Recommendation 3: The chairman confirmed that the payment platform is not yet stable. DBI had issues with the dollar exchange. Currency depreciation affected the pricing of the course fee in dollar. Mrs Nwoche from DBI mentioned as illustration that DBI has problems with the payment of four participants from the Nigerian Communications Commission.

Recommendation 4 – Not implemented

Recommendation 5 - Fee collection and remittances: original arrangement is ITU collects all the money and remits the 75% to COEs. It was stated however that a flexibility has been introduced to CoEs to collect all fees and remit the 25% to the ITU. The CoEs however have to select the option and communicate it in advance but cannot mix the arrangements.

Recommendation 6 – Support to CoEs: the meeting suggested that ITU should assist the CoEs in undertaking a training needs assessment. This would help in establishing which courses are relevant and needed by the market.

Recommendation 7 has been taken care of.

Recommendation 8: The meeting suggested that ITU joint courses with CoEs should consider in-plant trainings for big organizations that could be paid for later.

The meeting reviewed the implementation of the Actions listed below that were identified during the 2nd SC meeting:

Actions

1. Review the processes and procedures document to ensure that the membership of CoE's in the Steering committee is clearly captured.
2. The role of the Chair to be clearly defined – Approach to this agreed.
3. Provide a list of experts in Cyber security to ESATIC – to be reported during Centre presentation.
4. Processes of initiating COEs to be clarified – clarified during the 2nd SCM. Share experiences from COEs.
5. Clarify if COEs can market their training within their own platforms and use other advertising (provide training customized to organization under the COE banner)
6. Clarify if COEs can offer courses to outer market (provide training customized to organization under the COE banner). Gives CoEs a good brand to market their own customized products.

7. The CoE's in Africa to draft a letter to ITU requesting for consideration for Member states to reserve a percentage of their Universal Service Funds for capacity building through the ITU CoE project. This received a lot of attention from CoEs and ITU. Featured in CBS 2016 during interview session.
8. CoEs to craft the Mission, Vision and Core Values (DBI to lead, and ITU to provide communities function in the ITU academy platform
9. ITU to make an intervention on behalf of the CoE for possible partnership with CISCO, ORACLE and AFRINIC. This is very important for CoEs. It gives opportunity for practical sessions during trainings. Solution-oriented courses rather than theory.

Action 1: In progress as Global action in the ITU.

Action 2: Done.

Action 3: Done. ESATIC informed the meeting that they got a list of Experts on Cybercrime from ITU, Geneva.

Chairman highlighted the need for a database of experts for use by CoEs during their trainings. It helps in sale of products.

Action 4: Done.

Action 5: DBI as current Chair will pursue the matter.

Action 6: Ongoing.

Action 7: Done.

Action 8: In progress.

Action 9: In progress.

Session 3 – Centres of Excellence Activities for 2016

ESMT 2017 activities presentation was done by Boudal Niang. The ESMT has 3 areas of concentration.

Implementation of activities by ESMT for 2016 was presented by Mr. Boudal Niang. Seminars in 2016 were initially 4, plus 1 additional. First workshop could not be organized because there was no quorum. Satellite communication was held at the same time with similar event in Nairobi, Kenya for English speaking countries. LTE/LTE Advanced: Theory to Practice, 17 participants attended from 5 countries. Each participant paid $900 per person. The regulatory authority supported the training by giving a letter. Satellite Communication in partnership with ITU - 27 participants from different organizations attended. ESMT postponed one course.

During the discussion, Mr. Boubacar Djibo from Niger suggested that the CoEs courses be brought to the doors of other countries outside of the ITU CoEs countries. CoEs should explore how to deepen the interconnectedness even possibly through the Embassies and their network.

Implementation of the 2016 activities by ESATIC which is based in Abidjan and specialises in cybercrime for 2016 was presented by Mr. Raoul Zamble. In 2015, 3

trainings were targeted: 1st 27 participants; 2nd 23 participants; 3rd 23 participants. In 2016 training it was targeted 6, actual 5. 1st with 22 participants; 2nd with 19 participants; 3rd with 30 participants; 4th with 11 participants; 5th with 15 participants. In explaining the success of its programmes, ESATIC highlighted that they enjoyed the support of the Ministry for Digital Economy. They also had the support of the telecommunication regulatory authority.

During discussion, Mr. Raoul Zamble urged ITU to hasten the issuance of certificates which are presently being delayed. ITU explained that certificates are awarded based on assessments, which are done at the end. Therefore delays are inevitable. ESATIC gave participants testimonials while waiting for the formal certificates. This interim arrangement should be clarified during the training. That this is just a temporary arrangement by the Centres pending issuance of the proper certificate by ITU.

On taking the courses to other countries, there are challenges with movement from one country to the other to attend the training. This can be handled at the sub-regional level.

With respect to its contribution to ITU, ESATIC had paid $7,325 in 2015 as 25% to ITU. 2016 payment is yet to be calculated.

The secret of their seemingly high patronage is due to the fact that ESATIC designs the programmes in partnership with the prospective clients.   Participants from among former students of their school participate in their programmes. With respect to pricing the Chairman observed that the prices of the courses should be considered to attract numbers and make the courses more accessible to more people. ITU observed that the factors that made the Africa Network active and reputable in time past are still there and needed to be explored to sustain the centres of excellence.

Chairman observed that the CoEs in Africa are not performing at the same level. Some are clearly high performers. He then proposed that Africa CoEs should devise a criteria for selecting the most outstanding CoE and recommending to ITU that they be rewarded as a way to motivate others.

On what can ITU do to promote participation in COEs courses, Mr Marcelino informed the meeting that the ITU advertises the courses on the ITU Academy website. It provides access to information about available trainings within the ITU framework, and this is a way of marketing the courses globally. Promoting participation by providing fellowship is not presently feasible due to budgetary constraints. Mike observed that there are courses in Europe that attract more than 100 participants, because the courses are relevant and even have some participants from Africa. Using the online tool is one easy way to attract participants. Another example given was of courses in Conformance and Interoperability offered by a CoE in China and it attracts some participants from Africa.

In contribution to the discussion, CISCO added that their virtual programs have over 1,000 participants. Use of CISCO database to market CoEs courses should be explored. ITU informed the meeting that there are no restrictions on marketing of courses based on provision of the Operational Processes Manual.

The meeting discussed different ways of attracting participants such as good venue, free accommodation, offer of incentives such as tablets etc.

Mr. Alpha Sesay of Sierra Leone encouraged DBI as a CoE to extend its activities to other Anglophone countries in West in West Africa adding that prior to attending the SC meeting, he had never heard of DBI. Mr. Mike Nxele also encouraged DBI to expand the scope of their market for training in policy and regulation, to include for example parliamentarians and the judiciary and as such design courses on telecom awareness for the policy makers bearing mind that policy and regulation is wider than broadband.

The presentation for DBI was made by Nwoche Ngozi. Four activities were targeted in 2016. 1 activity was successfully carried out. 1 course was re-scheduled due to low patronage. The prices of the ITU-DBI courses will be reviewed downwards due to the devaluation of the local currency. Nigerian market in 2016 has been particularly difficult due to economic recession.

Regarding remittances to ITU, it was observed that at times CoEs run courses with very low levels of participation, just to fulfil their obligations. In such cases CoEs do not even break even. CoEs requested ITU to review collection of their portion of 25% in such cases, in the interest of supporting CoE sustainability. The purpose was to ask ITU to consider activating the 25% only if number of participants are above a certain threshold.

DAY 2:   WEDNESDAY, NOVEMBER 8, 2016

Session 4 – Update on Capacity Building

Mr. Mike Nxele made the presentation on behalf of the ITU. He presented a global picture of activities – 58 activities in 2014; 25 activities in 2015. The drop in activities between 2014 and 2015 could be explained by the drop in the number of CoEs moving down from 66 – 32 under the new COE strategy; there were 34 activities implemented in 2016. Globally, ITU planned activities in 2016 were 104. This means that implementation level in 2016 was 34.33% with 46.44% classified as pending. 5.5% postponed. And 19.18% cancelled.

With respect to the Africa region in 2016, 22 activities were planned and the level of implementation was 7 implemented, 11 pending, 3 postponed, 1 cancelled. The CoE network has not performed at full capacity. A review of the 4 year cycle of the Network will be carried out.

- Regarding ITU activities in support of the Network, the following were presented: CoE website link and logo be linked to the ITU website – done. Learning Platform – improved by ITU;
- Remittance Model is also being reviewed. COEs can collect fees where it is deemed fit but only has to make a choice either to collect all or ITU collects all;
- Participants must however register online to enable ITU issue certificates;
- ITU strategizing on supporting CoEs to promote products;
- Steering Committee online community has been created by the ITU, for exchange of ideas and interaction.

Issues observed by ITU:

- Late submission of supporting documents for courses; Communities in the platform not being used;
- Registration for face to face courses not done in the platform;
- Standardized templates are still not being used;
- Documentation required to close training activities not submitted. At the end of each training the necessary documents must be forwarded to ITU such as evaluation form. ITU urged CoEs to pay attention to these administrative issues as they have been put in place to help the CoEs implement their activities more efficiently.

Development of Training Materials – There are some holistic training programmes developed/under developed (that is, a number of modules for Basic and Advanced courses). These are – Spectrum Management Training Programme SMTP – completed and ready for use. Quality of Service Training Programme (QoSTP). ICT & Climate Training Programme. Internet of Things (IoT) being developed. Short courses also developed and being developed by ITU - smart and sustainable cities, accessibility, IPV6, and satellite network registration. **Training Delivery Through Partnerships –** ITU-AFRALTI, ITU-ARCEL ITU-DIPLO in Switzerland on Internet Governance.

New features on ITU Academy platform - Automated online invoicing, temporary enrolment, controlled registration, package category course settings and plagiarism detector.

The Global ICT Capacity Building Symposium was held in Nairobi, Kenya, from November 5 – 8, 2016. 440 participants from 46 countries attended. A session was reserved for ITU CoEs. 5 CoEs made presentations during the session. There was a session on Young Innovators. CoEs should design courses for the young innovators. COEs should work closely with the Industry such as CISCO and the Academia. Funding of CoEs was discussed.

Future activities – ITU informed the meeting that the review of processes and procedures document would be made in preparation for the next CoE cycle.

Issues for discussion: Implementation of planned courses; use of existing standardized templates; supporting documents for courses; end of training material. On the issue of non-performing/non-participating CoEs, ITU expressed worry about CoEs that apply to be CoEs and after acceptance, they do not perform.

In the discussions following the ITU presentation some issues were highlighted by the members. ITU stated that non-implementation of agreed actions was a cause for concern. ITU stated that in its evacuation of the performance of this CoE cycle, it will take into account the performance of a Centre for the next cycle. Poor performance in a current cycle may affect a Centre's chances in the next cycle.

Mr. Raoul Zamble proposed that COEs should have a meeting before any CBS programme so as to plan properly and allow for coordination. During the CBS, there was no room for CoEs to make presentations about their activities and show what they have done or have not done so as to share experience with other global CoEs. In future, it should not be so by 2018.

Regarding the ITU Academy platform, Mrs Nwoche Ngozi commented on the need to enlighten the CoEs on registration of participants on the ITU online platform and the delivery of course in non-core areas such spectrum management in the case of DBI.

Mr. Nwanze Okonkwo commented on registration of participants on the ITU online platform through bulk registration by a contact person instead of individual participants using their email addresses.

ITU confirmed that registration can be handled by a contact person in a Centre on behalf of the CoE as an alternative to each participant making the registration. The contact person must use the participants password and email accounts. However, this is not encouraged because username and passwords are specific to individuals, and once registered, participant cannot change the username when running subsequent courses. CoEs should contact the ITU for assistance when they experience problem in the registration of courses that are not their core areas. ITU further explained that CoEs can seek clarification on delivering courses. All courses run jointly with ITU can have certificates as long as there are assessments of the students.

Mr. Tayob officially informed the Africa Network that Ms Aminata Kaba has been recalled back to Guinea Conakry but may resume back after one year. Regional Development Forum and Preparatory meeting for WTDC will come up in December 6 -8, 2016 in Kigali. The proposed Agenda which has not been approved was presented to the Africa Network.

Session 5 – COE strategy and program for 2017 – 2018 (See Annex 3)

The first presentation was made by Mrs Nwoche Ngozi.

- DBI proposed to run 5 courses in 2017; course fee has been reviewed downwards to between $250 - $450; the course fee will be presented in local currency. Online course will be on Cyber Policy and Tactics which will be offered for $100. The proposed courses are for 2017 which are reflected in Annex 3 of this report. For previous courses in 2016, DBI did a lot, did a flyer of four courses and advertised on National dailies but that did not help in the patronage due to dollarization of the course fees.
  Mr. Senesie Kallon inquired whether the course fees are the same for local and international participants. He proposed that there should be a differentiation between local and foreign participants. It was explained that Section 3.2 of the ITU operational manual provides for the framework for course fee calculation.
- ESATIC proposed to do four courses in 2017. The second course has certificate cost attached to the ITU-ESATIC joint course. Certification fee is not determined by ESATIC. The course fee is $847. DBI to explore partnership with ESATIC on ISO 27001.
- ESMT proposed to do four courses in 2017. The courses will have online and face to face components. The course fees for 3 courses will be $800.00 and the online will be $150.00. DBI and ESMT to share content on 4G LTE and Resource persons.

ESATIC requested information about the other CoEs that did not come, that is, University of Rwanda, AFRALTI and South Africa. The meeting requested ITU to in future be requesting for periodic reports from CoEs, may be quarterly, so as to be informed about the CoEs.

Session 5 – Assessment of CoE Strategy and programs for 2017-2018 was taken as part of COE strategy and program for 2017 - 2018

Session 6: Budget for 2017

The meeting once again expressed concern at the failure of the Steering Committee members to attend the Steering Committee meeting. This affects the ability of the Network to conclude its work.

DBI has a target of 5 activities in 2017. Each activity will last for five (5) days. The course fees range between $250 to 450. DBI is expecting a total revenue of $20,000.00 from the ITU-DBI joint courses.

ESATIC has a target of 4 activities in 2017. $847.00 will be the course fee of 3 courses and $508 for the fourth course. ESATIC is expecting a total revenue of $60,980.00 for the year 2017.

ESMT will have four activities for 2017. The mode of deployment will be online and face-to-face courses. The course fees range between $150 - $800. ESMT is expecting a total revenue of $51,000.00 for the year 2017.

ANY OTHER BUSINESS (A O B)

Training plans by CoEs Africa Network were adopted as proposed.

The next SC will be hosted by ESATIC in Cote D'ivoire in 2017. The date will be communicated to the CoEs.

CoEs urged ITU to be communicating to the national governments on behalf of the CoEs introducing their courses.

Apart from SC, the CoEs Africa Network to meet in the host country for a particular event before the end of their tenure. ITU informed the meeting that they are already discussing how CoEs can come together at the global level to share experiences.

CoEs were informed that it is necessary to submit their courses and course content to the ITU two weeks after the SC. This practice helps in marketing the courses. Africa Network to request ITU to support the CoEs on Marketing of their courses.

Africa Network to appoint a focal person for the coordination of the Network activities under the supervision of the Network Chairman.

THURSDAY, NOVEMBER 10, 2016

Session 7   -   Conclusions, Decisions and Recommendations for 2017

The Steering Committee considered the programme and budget for 2017. The delegates also considered all the decisions, actions and recommendations that have been reached during the 3rd Steering Committee meeting and adopted as indicated below:

Decisions Made

1. The Steering Committee elected Nigeria as the Chair. Nigeria appointed the Digital Bridge Institute (DBI) to be the Chair for the SC for the next one year.
2. Recommendations from Steering Committee should assign responsibilities to specific individuals or body for implementation
3. The responsibilities of the Chair of the Steering Committee shall be spelt out in the review of the Operational Processes and Procedures to be undertaken by ITU. The Steering Committee, through the Chairman, shall submit to ITU its proposals on the role of the Chair for consideration.
4. ITU should support the CoEs with undertaking a Training Needs Analysis report and other activities that will support the effective discharge of the broad mandate of the CoEs.
5. ITU should have a payment policy that considers joint courses with CoEs for in-plant trainings to be deployed by CoEs for big clients who may not be in a position to pay in advance but after the training.
6. ITU should assist the CoEs with a database of individual Experts and Partners to enhance the quality of programmes through the use of highly experienced resource persons.
7. CoEs Network for Africa should meet with stakeholders in their countries each year to discuss ICT and telecom emerging technologies that affect the continent.
8. CoEs under Africa Network to meet and discuss a topical issue within a Steering Committee year
9. Cote D'ivoire will host the 2017 Steering Committee Meeting of the ITU Centres of Excellence Network for Africa. Date to be determined.

Recommendations

1. ITU is encouraged to initiate a programme for rewarding the most outstanding CoE from each region. In this respect, Africa Network will propose to the ITU a framework for the initiative – **Responsibility:** Chairman to drive the initiative
2. CoEs are encouraged to include incentives in their marketing strategy to attract prospective clients who travel out of the continent to take courses that can be deployed within the Africa Network – **Responsibility:** ALL
3. CoEs can explore the possibility of differential pricing for local and foreign participants – **Responsibility:** CoEs
4. CoEs have requested that course fees be structured to accommodate certification component where applicable such that the certification fee is excluded from the share of the revenue due to the ITU – **Responsibility:** ALL
5. ITU is requested to adopt a policy whereby the CoEs can submit periodic performance report – **Responsibility:** ITU, Chair.
6. ITU is requested to do more to support CoEs in marketing their programmes – **Responsibility:** ITU
7. As a means of improving the course registration process, the CoEs have requested the ITU to allow them to carry out registration on behalf of participants – **Responsibility:** CoEs, ITU.

8. The Meeting expressed concern about the absence of some members of the Network, and requested the ITU to take appropriate action – **Responsibility:** ITU

Actions

1. Africa Network to meet and strategize before any global event at which they are expected to participate so as to have an articulated position at the CBS.
2. Africa Network to request ITU to support CoEs on capacity building on digital marketing of their courses
3. Africa Network to update the focal point for the coordination of the Network activities under the supervision of the Network Chairman.
4. Africa Network to submit to ITU suggestions on the role of the Steering Committee Chairman.
5. Africa CoEs to propose to ITU criteria for the selection of the most performing CoE and incentive for the winner.

Presentation by CISCO Academy Centres

Mr. Altaaf Alfie Hamid, the Regional Manager – CISCO made a presentation on Internet of Things (IoT). He gave a rundown of the top ten IoT skills that are in demand in the present phase of development as follows:

1. Circuit design - will grow by 231%
2. Micro controller programming – will grow by 225%
3. AutoCAD – will grow by 216%
4. Machine Learning – will grow by 199%
5. Security Infrastructure - how secure is your home, your network, server is it secure?
6. Big Data – will grow by 183%
7. Electrical Engineering – will grow by 159%
8. Security Engineering – will grow by 124%
9. Node.js – will grow by 86%
10. GPS development – will grow by 66%

Centres of Excellence should use this information to design their courses to meet these top skills that are in demand.

The meeting requested the support of ITU to facilitate training and awareness raising within Africa on IoT, as this something very new. Centres of Excellence expressed willingness to embrace this initiative, and collaborate with CISCO within the scope of the ITU-CISCO partnership. ITU undertook to explore this possibility either within the CoE initiative, or under the Africa capacity building Regional Initiative.

CLOSING CEREMONY

The chairman appreciated the participants and the DBI team that supported the organization of the event for the patience and productive deliberations

Mr. Mike Nxele observed the seriousness exhibited by the delegates. He thanked the new Chairman of the SC for his evident passion and sense of focus and expressed ITU's expectation for greater performance for the Africa Network in the coming year.

Mr. Tayob promised that ITU Africa Regional office will do its best to carry out commitments made to the CoEs.

Mr. Senesie Kallon gave the vote of thanks. He appreciated the ITU for organizing the meeting and the DBI for hosting it. He equally appreciated the Sierra Leone Government for giving him the opportunity to participate in the Steering Committee meeting.

Meeting closed at 1.47 pm.

ANNEX 1

3rd Steering Committee Meeting of the

ITU Centres of Excellence

Network for Africa

November 8 – 10 2016

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TRANSCORP HILTON HOTEL, ABUJA, NIGERIA

DRAFT AGENDA

Tuesday, 8 November Morning	TIME	OPENING CEREMONY
	9:00 – 9:30	Registration of delegates
	9.30 – 10.00	• Welcome remarks by EVC/CEO NCC: Prof. U. G. Danbatta (Nigeria) • Welcome remarks by the Chairman of the Steering Committee (Mauritius) • Welcome remarks by the Administrator, DBI (Nigeria) • Opening remarks by representative of the ITU (M. Tayob) • Official Opening speech by Hon. Adebayo Shittu, Minister of Communications (Nigeria)
	10:00 – 11:00	Tea break and group photo
	11:00 – 11:30	Session 1 – Working methods and procedures • Approval of the Agenda and Working Time (Outgoing Chair - Mauritius) • Election of the Chairman of the Steering Committee (Secretariat - ITU) • Report of the Outgoing Chairman of the Steering Committee (Mauritius)
	11.30 – 12.30	Session 2 – Review of 2nd SCM Decisions, Recommendations and Action status • 15 Decisions made (New Chairman – DBI Nigeria) • 8 Recommendations (New Chairman – DBI Nigeria) • 7 Action points (New Chairman – DBI Nigeria)

Lunch 12:30 - 14:00

Afternoon	14:00 – 15:30	**Session 3 – COE Activities in 2016**

- CoEs reports and contributions to the implementation of 2016 Actions Plan (CoEs)

	15:30 – 15:45	**Short Break**

	15 :45 – 17 :00	**Session 3 – COE Activities in 2016**

- CoEs reports and contributions to the implementation of 2016 Actions Plan (Continuation)

Wednesday, 9 November	TIME	**Session 4 – ITU capacity building/Regional Initiatives and Activities**
Morning	09:00 – 10:00	

- Presentation of the outcomes, conclusions and recommendations of CBS 2016 held in Nairobi, Kenya from September 5 - 8, 2016 : lessons to learn for CoE for future regional initiatives (ITU)

- Presentation on ITU HCB and RDF activities in 2016 : Lessons to learn for CoEs (ITU)

- Information on the assessment of the new CoE strategy, following the agreement signatory (ITU)

	10:00 – 10:30	**Session 5 –CoE Strategy and programs for 2017-2018**

- Development of the training programme for 2017- by CoE (Topics; objectives; content; elaboration of training material; face to face or online courses, etc...) (CoEs)

	10:30 – 11:00	**Tea break**

Session 5 – Assessment of CoE Strategy and programs for 2017-2018 (continuation)

	11:00 – 12:30	

- Development of the training program for 2017 by nodes (cont.)
- Elaboration of a business plan for each activity by nodes

(Elaboration and implementation of training activities; cost and budget; specifics and general objectives, content; quality of course; topics, etc…) (CoEs

	12:30 – 14:00	**Lunch 12:30 – 14:00**

	14:00 – 15:30	**Session 6 – Budget for 2017**
		Drawing up the Operational Plan and financial budget for 2017 (CoEs)
	15:30 – 15:45	**Short break**
	15:45 – 17:00	**Session 7 - Conclusions and Recommendations for 2017**

Creation of synergy between nodes training programs for network

•   Adoption of the final training programme

•   Adoption of the draft report and recommendations of the Steering committee

•   Date and place of the next meeting of the project of Centres of Excellence for Africa

•   Any other business

•   Approval of recommendations

Thursday, 10 November **Morning**	**TIME**	**Session 8 Partnerships- Support to the CoE Strategy**
	9:00 – 10:30	• Presentation of CISCO Academy Centres
		• Review of the training program of CISCO Academy Centre
		• Strengthening of the collaboration between CISCO Academy Centre and the CoE.
		• Presentation by NCC on DBI-NCC partnership on ICT capacity building
	10:30 – 11:45	**Tea break**
	11:45 – 12:30	• *Presentation by ORACLE
		• *Presentation by AFRINIC
		Lunch 12:30 – 14:00
	14:00 – 15:00	**Session 12 Closing Ceremony**

ANNEX 2

3RD STEERING COMMITTEE MEETING OF THE ITU CENTRES OF EXCELLENCE

NETWORK FOR AFRICA

LIST OF PARTICIPANTS

Name	Designation	Institution	Country	Email Address
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