

#### **DRAFT Report**

## 3<sup>rd</sup> Steering Committee Meeting of the ITU CoE Network in the Arab Region

#### Rabat, Morocco 10-11 November, 2016

#### **Opening Ceremony**

The outgoing Chairman of the ITU Arab CoEs Steering Committee (SC), Mr. Zied Rouissi, who is also a member of the GCBI, gave opening remarks. In his opening remarks, Mr Rouissi thanked Morocco INPT for hosting the third meeting of the ITU Arab CoEs Network Steering Committee. He welcomed the members of the Steering Committee, the meeting observers from Djibouti Telecom and Tunis International Center for Environmental Technologies, the new representatives of CoEs and the ITU representatives (check annex1). In his remarks Mr Rouissi highlighted the importance of cooperation among the regional and global network of the ITU CoEs. He also emphasized the importance of active participation of SC members on the implementation of the activities of the network.

Eng. Mustafa Al Mahdi, Regional HCB focal Point form the ITU regional office in the Arab region gave remarks on behalf of ITU. In his remarks Eng. Al Mahdi mentioned the importance of CoE's in helping to build capacity in the region. Eng Al Mahdi highlighted the obstacles and challenges facing the implementation of the activities of the network as well as the opportunities for capacity building activities in the region and possibilities of new partnerships.

## Handover of the chairmanship of the Arab CoEs Network SC from CIFODECOM-Tunisia to INPT-Morocco:

According to the new strategy of the ITU CoEs Network, the host country of the steering committee meeting shall assume Chairmanship of the Steering Committee for that year. Based on this, the Chairmanship of the CoE steering Committee for the Arab regions was handed over to INPT-Morocco. Mr. Abderrahman RAFI, Secrétaire Général, INPT, GCBI member, Morocco, accepted the appointment to be the chairman of the steering committee. As the new chairman, Mr Rafi welcomed the participants of the meeting. The chairman asked the participants if they prefer to keep the meeting agenda covering two half days or to extend the time of the meeting and cover all the agenda items in a day. The participants unanimously agreed to extend the time of the meeting and finish the agenda in one day (agenda is attached as Annex 2).

#### Session 1

## ITU Centres of Excellence Strategy and Processes and the ITU Academy Platform; Development and upgrades

The Chairman of the meeting, Mr. Abderrahman RAFI, Secrétaire Général, INPT, invited Mrs Halima Letamo, HCB, BDT/ITU to make her presentation on "ITU Centres of Excellence Strategy and Processes and the ITU Academy Platform; Development and upgrades". In her presentation Mrs Letamo, covered the following:

Update on CoE Strategy Implementation
 The status of implementation of CoE training activities as at 30<sup>th</sup> October 2016 was shared, which was 33% of activities implemented, 44% pending, 18% cancelled and 5% postponed.

Mrs Letamo stated that these numbers show that the CoE network is not performing at its full capacity. The status of the activities in the Arab region was also shared which were 29% implemented, 54% pending and 17% cancelled. Mrs Letamo stated that since ITU is moving towards the end of the 4 year cycle of the CoE strategy, a review of the CoE network has to be undertaken. The performance of the Whole network as well as performance of each CoE will have to be considered during the review. She encouraged the CoEs to consider new strategies and make more effort to increase the number of courses they implement each year. In discussing this the committee expressed concern on the numbers and indicated that they have challenges with the number of participants enrolling per course. The committee agreed that there is need to improve performance so they will each implement a minimum of 4 courses each. The committee also proposed that SC members should make efforts to attend RDF-RPM for Arab region and make contributions to resolution 73.

Activities undertaken by ITU in 2016 to support CoEs include review of the revenue model to allow CoEs to collect training funds where there are challenges in payments being made directly to ITU. Mrs Letamo also informed the committee that where the CoE collects the fees, the CoE will transfer to ITU only the percentage that is due to ITU. In the case of the Arab region, the CoE will transfer only 20% to ITU.

The ITU has also posted all logos and web links of CoEs in the ITU Academy platform. Mrs Letamo also informed the committee that the landing page of the ITU academy platform has been re-designed to put focus on training and give visibility to CoE courses. She Communities have also been created in the platform. She informed the committee that the Arab region CoE SC has a community created specifically for them where they can exchange ideas and discuss issues that they need to discuss before the next meeting.

The ITU has also drafted a promotion strategy that is aimed at promoting the activities of the CoE. This strategy will be discussed as part of this meeting.

The SC appreciated the work of the ITU. The committee specifically mentioned that the decision to allow them to collect revenues, addresses one of their major concerns.

#### Development of Training Materials

ITU continues to develop training materials in different areas. Training materials on SMTP and quality of service are ready for delivery. The materials on ICT and climate change and IoT are still under development. There are other materials for short courses that are available as well. These include materials in smart and sustainable cities, accessibility IPV6 and Satellite Network Registration Procedures. Mrs Letamo informed the committee that this material is available for them to use. She also informed them that they can contribute to the development of the materials through developing modules, participating as experts to develop or peer reviewers of some of the materials. In discussing this, the committee thanked ITU for this update and expressed interest in using the materials. Mrs Letamo informed them to send expressions of interest to ITU indicating which materials they would like to use.

#### Training Delivery Through Partnerships

ITU continues to deliver training in collaboration with other partners. In 2016 training has been conducted in collaboration with ITSO, ICTP, USTTI, and UKTA among others. The committee acknowledged this and asked if ITU can assist with participants that come from Sudan to attend courses offered by US companies and get certificates because they have certain restrictions in the country due to sanctions and are not able to participate in trainings offered by US companies like CISCO. Mrs Letamo informed the committee that this is something that is beyond the mandate of the HCB division of ITU.

#### New Partnerships

ITU is discussing new partnerships for delivery of training with AFRALTI for the delivery of the SMTP in collaboration with Strathmore University. The other partnership that is still being discussed is with ARCTEL for delivery of training for regulators in ICT's and the third partnership being discussed is with DIPLO for capacity building in Internet Governance. In discussing this the committee informed ITU that two CoE's SUDACAD and CIFODECOM in coordination with TRA-Bahrain are discussing possibilities of partnering to deliver training in Internet Governance in the first quarter of 2017 for the Arab region.

#### ITU Academy Platform

The ITU academy platform is continuously being upgraded. The new features in the platform include automated online invoicing, temporary enrolment, controlled registration, package category course settings and plagiarism detector. Mrs Letamo informed the committee that ITU is working on enhancing the registration process in the platform. In discussing this, the CoEs stated that their participants have difficulty with the registration and payment process through the ITU academy platform. They said if the process is made simple, it will help to increase the number of participants for their courses.

#### Global ICT Capacity Building Symposium

The symposium was held in Nairobi Kenya in September 2016. There were 440 participant, from 46 countries. There was a session reserved for CoEs where 5 CoEs made presentations. The outcomes of this session include an acknowledgement that the ITU CoE model is a multistakeholder model. The participants of the session encouraged the CoE's to engage in partnerships with industry and to align their training to industry needs. The symposium also featured an exhibition where CoE's were allocated booths to showcase their work. Mrs Letamo explained that this was an opportunity for CoE's to market themselves internationally, however, only 4 CoEs exhibited.

#### Future Activities

The activities that ITU will be focusing on this coming year include review of processes and procedures document, implementing the strategy to promote activities of CoEs, continued upgrade of the ITU academy platform including the enhancement of the payment and registration process

#### Discussion Issues

Mrs Letamo presented issues that the committee should reflect on. She said the committee should discuss why many courses were not implemented in the region this year and what can be done to improve this. She said it is also important for the CoEs to discuss what should be done with non-performing CoEs. Mrs Letamo also informed the CoE's that most CoEs still do not use standardised templates and do not submit end of training materials to allow ITU to conclude training activities. In discussing this the committee promised to begin using the templates and making efforts to submit the required materials at the end of trainings. They also mentioned that it is difficult to get participants for courses and sometimes they have to cancel courses. The committee noted that there is need to market course more and to look into the pricing strategy as some courses may be expensive for some segments of the market.

#### Session 2

#### Performance of ITU Arab CoE Network and lessons learnt

Eng. Mustafa Al Mahdi, The representative of the ITU Arab Regional Office presented the performance report of the implementation of the CoEs activities up to 10<sup>th</sup> of Nov, 2016. In his presentation Eng. Al Mahdi highlighted the following challenges and opportunities for implementing activities under Arab CoEs Network:

#### Challenges:

- Security Situation in Region
- Lack of HCB programme funding
- National regulation related to fee payment or experts recruitment
- Promotion of the activities
- Some CoEs due to national regulations are not allowed to receive any cash directly to their treasury
- Late submission of ITU standardized templates of the activities;
- Registration for face to face courses not done in the platform;
- Lack of using the ITU standardized templates and documents required to close training activities.

#### Opportunities:

- New partnership on HCB programme (Intel (BB), One net (Satellite regulation))
- High demand for training activities in Arab region especially LDCs
- Sustainable development using ICT tools

In addition, Mr Al Mahdi, answered the related questions to the following points:

- Status on the implementation of the proposed activities of 2016.
- Update on Online registration
- Update on fee payment
- ITU standardized working documents for CoEs activities (invitation letter, training outline, info note, report for end of the activity, activity evaluation report and payment report).

#### Session 3

#### **Presentation by ITU Arab Centres of Excellence Network Members**

The members of the Arab States CoE network made their presentations. The first presentation was made by Tunis International Center for Environmental Technologies (CITET) from Tunisia as guest to the meeting. The key issues covered by this presentation were that:

A presentation by Mrs Rym Ben Ammar Guizani, Head of International Cooperation Department at CITET, followed. In this presentation the following issues emerged;

- CITET's mission and role is in the field of environmental upgrading of enterprises and the integration of environmental issues in different sectors of the economy.
- CITET has developed different tools and methodologies in integrating awareness, training and technical assistance with focus on innovative approaches aiming at the promotion of the competitiveness of companies.
- As a reference Centre in the field of training and capacity development, CITET developed specific training modules covering a large scope of environmental themes especially on environmental management, energy efficiency, eco-design, LCA, ecolabelling among others

Mrs Rym expressed the interest of CITET to join the ITU Centres of Excellence Network for the Arab States for next cycle as CoE on ICT and Climate Change. She also expressed an interest in cooperating with CoE's to deliver capacity in the field of Environment and climate with the possibility to extend this cooperation to African francophone countries in particular.

Eng Atif Hamad, SUDACAD-Sudan representative, made the second presentation. The key issues covered by this presentation were that;

- In 2016 SUDACAD implemented 7 activities covering 149 participants.
- 5 more activities are to be implemented before the end of the year 2016
- SUDACAD is still under US embargo and therefore experience challenges with money transfer and payments. This embargo also affects knowledge transfer as SUDACAD is not able to partner with some reputable providers or take training with them to improve skills of their trainers.
- SUDACAD has challenges using the ITU e-learning platform and will like to be assisted to be able to run an online course in the platform.

Dr Ashraf ELTHOTH, NTI- Egypt representative, made the third presentation. The key issues covered by this presentation were that:

- 2 activities were conducted this year under the CoE framework with 17 participants.
- The training requires third party agreement with NTRA to avail their facilities for practical and hands on sessions. Permission from NTRA takes time. NTI is therefore discussing with NTRA to have an MOU with NTI to be able to do practical activities in spectrum management arena.
- The number of participants for the training was very low. NTI wishes to acquire international experts to train in spectrum management. This could help attract participants. The Promotion strategy also has to be changed.

Mr Rafi, INPT-Morocco representative, made the final presentation. The key issues from this presentation were that:

- Due to some challenges, one activity was implemented during 04 Nov,2016
- National regulations related to receive/withdraw any cash directly to/from INPT treasury
- Recruitment of outside experts

The CoE's also shared their planned activities for 2017. The committee agreed that the final plans with tentative dates should be concluded and submitted to ITU by the 15<sup>th</sup> December 2016.

#### Session 4

### Review the minutes of the 2<sup>nd</sup> Steering Committee meeting

Eng. Mustafa Al Mahdi, presented the meeting outcomes of the 2<sup>nd</sup> SC meeting. He reported that the following outcomes have been addressed;

- 1. 15 activities approved for Operational Plan of 2016. 9 activities were implemented as at November 2016. 3 of them are repeated 2 and 3 times. 3 confirmed to be implemented before end of 2016 and 3 were postponed to next year;
- 2. All the 2<sup>nd</sup> SC issues and decisions were adequately implemented, except the implementation of the approved activities for 2016 and development of concept note on resource mobilization;
- 3. One CoE still has not signed the agreement with ITU and 2 CoEs did not actively participate in the implementation of the network activities approved for 2016;
- 4. The ITU Arab CoE network is not performing at full capacity;

5. The outgoing SC was busy with national commitments and therefore he was not able to follow-up the implementation of activities;

#### Session 5

#### Strategy for Promoting Centers of Excellence (CoEs) Activities

The chairman invited Mrs Letamo to present the draft strategy for promoting CoE activities. In her presentation Mrs Letamo informed the meeting that this is a draft document that is still under consideration. She informed the Committee that by presenting this strategy to Steering committees, ITU wishes to consult the COEs to ensure that when the strategy is finalized, it addresses the needs of the CoEs. Mrs Letamo explained that the strategy is divided into three sections. The first section covers activities to be lead by ITU Head Office, the second section is for activities to be led by ITU Head Office and Regional Offices, and the their section is for activities to be led by the CoEs themselves. The committee requested some time to look closely at the strategy and give their comments. It was agreed that the comments on the strategy document should be submitted by the 15<sup>th</sup> December to ITU.

#### Session 6: Draft Report of the 3rd Steering Committee meeting

Eng. Mustafa Al Mahdi presented the main points and decisions that have emerged during the discussions as indicated in the below table

1	Time limit for finalization of OP2017	It was decided that all Centres should send their final course proposals by 15 Dec,2016
2	Deadline for Issue of invitation letters	It was decided that the timeline for issue of invitations should be - 2 months for face to face programs, and - 2 months for online training programs
3	Course Materials	CoEs were encouraged to share their experiences and knowledge with ITU and others by sharing materials for courses that they have developed.
4	Experts and content	CoEs agreed to ensure international practices in the training content and agreed to send the CVs of the experts along with training syllabuses to ITU regional office one month before the course for verification and approval.
5	Training Materials developed by ITU	CoEs expressed interest in using materials developed by ITU. The CoEs will get in touch with ITU to discuss further.
6	Registrations in the ITU Academy platform	CoE noted that the registration process in the ITU academy has been difficult and thanked ITU for reporting that they are working on simplifying the process
7.	Implementation of courses	CoEs noted that they have not implemented many courses this year. They indicated that this is because of low numbers of participants and no marketing strategy. CoEs agreed to work hard the following year and implement at least 4 courses each
8	Use of ITU Platform for online training	CoEs decided that they need to start training using the online learning platform. CoEs indicated that they do not know how to use the platform. ITU gave the names of Ms Halima Letamo and Ms Maria Betancourt, for CoEs to contact to be assisted to run a course online.
9	Promotion study	It was agreed that all steering committee members, CoEs and partners should promote all the CoE courses. The CoE's should Identify key stakeholders in the country and send invitations to them specifically. SC agreed to provide feedback on the draft promotion document prepared by ITU by the 15 <sup>th</sup> Dec
10	Training fees	The Steering Committee approved the following ceiling of training fees  • Face to face - USD 300 for a 3-days training or 100 per day  • Online training - USD 100 per person for every 3-days.
11	Decisions between Steering Committee meetings to meet new demand	In order to cater to new demands that arise after the steering committee meeting, new courses can be proposed to the Chair. This information should be provided to Steering Committee Members, providing a timeframe of 1 week for any comments that they may have.
12	ITU CoE revenue model	The Steering Committee decided to retain the revenue sharing with ITU of 20 % to the ITU and 80% to the CoE.  The CoEs noted and thanked ITU for the review of the process for collecting fees. They said that by making a decision that CoEs should collect fees ITU has addressed their major concern.
13	Next CoE SC meeting	Representative of CERT expressed her gratefulness to the host for the hospitality. CERT proposed to host the next steering committee in November, 2017. The steering committee was pleased to accept the offer.
14	CoEs participation in RDF-RPM-2017 (Jan Khartoum-Sudan)	CoE agreed that it is important for them to participate in the RDF-RPM for the Arab region and provide their inputs to Resolution 73 of ITU CoEs. In this regard, ITU ARO requested to provide invitation letters to SC chairperson and members.

15	SC welcomed collaboration of CoE's with CITET-Tunisia	The SC welcomed CITET's interest to enter into direct cooperation with current CoEs in capacity building in ICTs and Climate Change, and E-waste.
16	ANRT-Morocco offered 10 scholarship for African countries on different subjects of ICTs for training delivered by INPT	SC welcomed the offer and agreed that the CoEs should continue to seek sponsorship from other partners

The committee agreed that the issues have been adequately captured.

#### **Session 7: Next Steering Committee Meeting (Place and Date)**

CERT proposed to host the next steering committee in November, 2017, in Tunisia. The steering committee accepted the offer.

#### **Closing Remarks:**

The current chairperson, Mr. Abderrahman RAFI, gave closing remarks. He thanked ITU for continued support to the CoE network. He also thanked the participants for active participation in the meeting and wished everybody a safe journey back home.

#### Annexes:

Annex1: The list of participants

Annex 2: The adopted Agenda

Annex 3: Proposed activities for OP 2017

## **ANNEX 1**

## 3<sup>rd</sup> STEERING COMMITTEE MEETING OF THE ITU CENTRES OF EXCELLENCE

### **ARAB REGION**

## **LIST OF PARTICIPANTS**

Name	Designation	Institution	Country	Email Address
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	GCBI Member			
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## **ANNEX 2**

## Agenda



# 3<sup>rd</sup> Steering Committee Meeting of ITU Arab CoEs Network



## Rabat-Morocco, 10 - 11 November 2016

Day1 10 November 2016						
13:30-14:00	Registration					
14:00-14:15	Opening Ceremony					
	- ITU					
	- INPT, Morocco					
	<ul> <li>Statement by the Outgoing Chair of the Steering Committee</li> <li>Confirmation of the Chairman of the Steering Committee</li> </ul>					
	- Approval of the Agenda					
14:15-14:30	Coffee Break and Group Photo					
14:30-15:30	Session 1: ITU Centres of Excellence Strategy and Processes and the ITU Academy Platform; Development and upgrades					
	Objective: This session will brief the participants on the progress of ITU CoE strategy, global experiences, and development in human capacity building program, and implementation plan over the next year. In addition, the session will update the participants on the progress of works on ITU academy platform and its development.					
	- Mrs Halima Letamo, Training and Development Officer - ITU					
15:30-16:00	Session 2: Performance of ITU Arab CoE Network and lessons learnt					
	Objective: This session will brief the participants on the performance of the ITU Arab Centres of Excellence until Dec 2016, opportunities and challenges to improve the performance of the Network, key achievements and lessons learnt.  - Eng Mustafa Al MAHDI, Associate Programme Officer, ITU					
	Regional Office for Arab States					

Day2 11 November 2016						
09:00-10:00	Session 3: Presentation by ITU Arab Centres of Excellence Network Members					
	Objective: This session will include presentations by the ITU Arab Centres of Excellence Network Members including their introduction, core capabilities, areas of interest and training plan for 2017.					
	- Representatives from CoEs					
10:30-10:45	Session 4: Review the minutes of the 2 <sup>nd</sup> Steering Committee meeting					
	Objective: This session will discuss the status of the implementations of the report of the 2 <sup>nd</sup> Steering Committee Meeting. The meeting is requested to review and adopt the minutes of the 2nd Steering Committee meeting.					
	<ul> <li>Eng Mustafa Al MAHDI, Associate Programme Officer, ITU Regional Office for Arab States</li> </ul>					
10:30-11:00	Coffee Break					
11:00-11:30						
	Session 5: Strategy for Promoting Centers of Excellence (CoEs) Activities					
	Objective: This session will present the <b>DRAFT</b> document of the ITU Strategy for Promoting Centers of Excellence (CoEs) Activities. This document is aiming to focuses on improving the visibility of CoEs' training activities and reaching a wider potential target audience, as well as strengthening the link between ITU and the CoEs and raising the visibility of the partnership between ITU and the CoE Global Network.  - Mrs Halima Letamo, Training and Development Officer - ITU					
11:30-12:30	Session 6: Draft Report of the 3rd Steering Committee meeting					
	Objective: This session will provide the key inputs and subjects to be included to the draft report of the 3 <sup>rd</sup> SC meeting.  - Representatives from CoEs and ITU					
12:30-13:00	Session 7: Next Steering Committee Meeting (Place and Date)					
13:00-13:30	Closing Remarks					
	- ITU					
	- INPT, Morocco					

ANNEX 3 Proposed activities for OP 2017 ITU Arab CoE Network: Confirmed Actions Plan 2017						
COE	From	То	Title of the event	Country	Status	Topic
	01/02/2017	03/02/2017	Training on Project Management for ICT Implementation	Sudan	Confirmed	ICT Applications
	05/03/2017	07/03/2017	Workshop on Internet Governance: Technical Prospective	Sudan	Confirmed	Internet Governance
	17/03/2016	19/03/2017	Training on IPv6 Deployment	Sudan	Confirmed	ICT Applications
AD	14/04/2017	16/04/2017	Training on Cloud Computing	Sudan	Confirmed	ICT Applications
SUDACAD	14/05/2016	16/05/2017	Training on Business Analysis for ICT projects	Sudan	Confirmed	ICT Applications
<b>0</b> 5	07/08/2016	09/08/2017	Training on IoT	Sudan	Confirmed	ICT Applications
	01/09/2017	03/09/2017	Training on ICT Applications & Services and their Impact on Health, Safety, Social & Environmental Elements	Sudan	Confirmed	ICT Applications
	01/12/2017	03/12/2017	Training on ICT4SSD	Sudan	Confirmed	ICT Applications
	20/03/2017	22/03/2017	Training on Practices for EMC conformity and electrical safety testing	Tunisia	Confirmed	C & I
.τ.	05/05/2017	07/05/2017	Training on C&I of Mobile Devices	Tunisia	Confirmed	C & I
CERT	24/09/2017	26/09/2017	Training on QoS of Mobile	Tunisia	Confirmed	C & I
	01/11/2017	03/11/2017	Training on Type Approval Testing for Mobile Terminals	Tunisia	Confirmed	C & I

	30/01/2017	02/01/2017	Training on Fundamental concepts on optical fiber networks	Tunisia	Confirmed	New Technologies and BB
ECOM	13/03/2017	15/03/2017	Training on Engineering, Installation and Deployment of Optical Networks	Tunisia	Confirmed	New Technologies and BB
CIFODECOM	16/05/2017	18/05/2017	Training on Planning and Deployment of 4G	Tunisia	Confirmed	New Technologies and BB
	10/07/2017	12/07/2017	Training on Planning and design of WDM networks	Tunisia	Confirmed	New Technologies and BB
	12/03/2016	14/03/2017	Training on Spectrum Management Essentials	Egypt	Confirmed	Spectrum Management
툳	01/05/2016	03/05/2017	Training on Spectrum Engineering Techniques	Egypt	Confirmed	Spectrum Management
	04/09/2016	05/09/2017	Training on Spectrum Monitoring	Egypt	Confirmed	Spectrum Management
	12/12/2017	14/12/2017	Training on Spectrum Costing	Egypt	Confirmed	Spectrum Management
	29/03/2017	31/03/2017	Training on Telecommunications Regulation	Morocco	Confirmed	Policy and Regulation
	26/04/2017	28/04/2017	Training on Cost Modeling and Pricing of Broadband Services »	Morocco	Confirmed	Policy and Regulation
TANI	19/07/2017	21/07/2017	Training on The Evolving Context and Challenges for Telecom Operators and Regulators" (Evolution des réseaux IP, Convergence, OTT, 4G+,)	Morocco	Confirmed	Policy and Regulation
	25/10/2017	27/10/2017	Training on Emerging Technologies, Eco-systems and Challenges » (m- Payment, 5G, loT, SDN, Cloud, and SC)	Morocco	Confirmed	Policy and Regulation
	22/11/2017	24/11/2017	Training on Competition Versus Telecommunications Regulation	Morocco	Confirmed	Policy and Regulation