ITU ASIA-PACIFIC CENTRES OF EXCELLENCE

FINAL REPORT
OF THE
3RD STEERING COMMITTEE MEETING

7-8 DECEMBER 2016

SHENZHEN, CHINA

1.0 INTRODUCTION AND OPENING

The 3rd ITU Asia Pacific Centres of Excellence (ASP CoE) Steering Committee Meeting was held in Novotel Hotel, Shenzhen, P.R. China, on 7-8 December 2016. The Meeting was organized by the ITU and hosted by the Ministry of Industry and Information Technology, China. It was attended by 39 delegates including ITU ASP COE Steering Committee Members, Centres, Partners, ITU Members, ITU Secretariat and other agencies. The list of participants is attached to this report (Annex 1).

Ms. Weiling Xu, Director, ITU Working Committee of the MIIT Secretariat welcomed all the delegates to the meeting on behalf of the MIIT.

Mr. Ioane Koroivuki, Regional Director, ITU Regional Office for Asia and the Pacific delivered the welcome remarks. On behalf of ITU, Mr. Koroivuki thanked the Ministry of Industry and Information Technology, China for hosting the Meeting. He briefed the participants on the ITU Academy initiative, the ITU Asia-Pacific CoE network and the framework. He also thanked the CoEs, the partners and participants for joining the meeting.

Ms. Zhao Yonghong, Deputy Director General, Department of International Cooperation, MIIT, welcomed all the participants to the 3rd ITU ASP CoE Steering Committee. Ms. Zhao mentioned the objectives of the meeting and called for the need to strengthen the CoE program to improve the human capacity in the ITU Member countries, especially in the Asia-Pacific region. She also shared the initiatives undertaken by MIIT China in promoting the cause and assured the Steering Committee members, CoEs, ITU and partners of full support to accomplish collective objectives of the region in capacity building. She also made the following suggestions on the strategic direction:
- Constantly enhance the level of CoE training in the Asia-Pacific region
- Further enrich the context of capacity building in the region
- Continue to innovate the partnership model involving various stakeholders

Mr. Indrajeet S. Khanna, Chairman of the ITU Asia-Pacific CoE Steering Committee, in his statement (delivered by the ITU Secretariat) thanked MIIT (China) for hosting this Steering Committee meeting. Noting the IDI ranking, the Chairman mentioned that the region has top performers as well as least connected countries, and capacity building in ICTs is key not only for the development of ICTs but also to benefits from its application in building social capital in education, health and governance. He emphasized the need to build strong active partnerships to strengthen the ASP CoEs and requested the CoEs

to also focus on the Small Island Developing Countries and Least Developed Countries. Mr. Khanna highlighted the key achievements of the ITU ASP CoE during the period under his chairmanship and expressed hope that the program will be scaled up further as the need was much larger. He thanked the ITU ASP CoE stakeholders for their support and China for its leadership, as the new Chairman, to take forward the engagement to new heights addressing regional challenges and needs.

2.0 CONFIRMATION OF THE ITU ASP COE STEERING COMMITTEE CHAIRMAN AND APPROVAL OF AGENDA.

Mr. Ioane Koroivuki invited the meeting for the confirmation of COE Chairman. The meeting confirmed the chairmanship of Ms. Zhao Yonghong, Deputy Director General, Department of International Cooperation, MIIT. Ms. Zhao delivered the acceptance speech and thanked all stakeholders. She thanked the outgoing chairman for his commendable work, and expressed hope to take the work of CoEs to a new level and called for support from all CoE stakeholders.

The meeting approved the agenda.

3.0 ITU HCB GLOBAL PRESENTATION

Dr. Susan Teltscher, ITU made a presentation on the CoEs from a global perspective. 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, although the Asia-Pacific region is performing better.
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 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
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 processes and procedures document in preparation for the next CoE cycle (starting in 2018).
- The importance to implement the strategy for promotion of CoE activities.
- The ongoing work to upgrade of the ITU Academy platform to cater for automated group invoices.
- The move to enhance the registration and payment process within the ITU Academy platform.

4.0 PERFORMANCE OF ITU ASP COE 2016

Mr. Ashish Narayan, ITU, presented the performance of the ASP CoE Network for 2016 (Annex 2). The ITU ASP CoE Coordinator, in addition to the performance report, also shared the strategic areas of long term focus such as the SDGs, the targets included in the ITU Connect 2020 Agenda, ITU-D Programs and Asia-Pacific Regional Initiatives, which the CoEs should keep in mind. The performance report was accepted by the Steering Committee.

5.0 PRESENTATIONS BY CENTRES OF EXCELLENCE

The Chairman invited the ITU ASP Centres of Excellence for their presentation. The following presentations were made:

- **China Academy for Information and Communication Technology (CAICT), China:** Mr. Xie Yi, CAICT made the presentation on behalf of the CAICT. The presentation introduced the organization, the structure, functions and competencies. Some of the areas highlighted from CAICT's work experiences included Cyber-power, Industrial Internet, 5G, Internet+, Convergence of Informatization and Industrialization, domestic and international ICT Standards, testing & certification, and supporting industry platform. Mr. Xie informed the meeting about the courses conducted in 2016 and highlighted that these courses attracted the interests from international participants, industry and local government.

CAICT proposed the following trainings for 2017
- 4G LTE, online training (April 2017)
- IOT, face-to-face training, (September 2017)

The following suggestions were also made by CAICT:

- Organize CoE trainings and implement them effectively, under the assistance and guidance of the ITU Asia and Pacific Regional Office;
- Expand cooperation with partners, and enhance cooperation between CoEs;
- Enlarge participation;
- Expand the influence and get more attention (like media);
- Follow-up after the course (to solve problems and conduct actual testing, facilitate wide cooperation)
- In order to ensure the sustainability of the CoE, also aim at students to select suitable courses

- **State Radio Monitoring Centre (SRMC), China**: Ms. Li Bingqi, SRMC, introduced the China radio regulatory framework, organization structure, functions as well as laboratory capacities of SRMC. Some of the areas from work experience of SRMC includes Radio Monitoring, Radio Data Management, Spectrum Management Supporting, Standard Development, Radio Equipment Accreditation, and Policy Support. Ms Li informed the participants about the experience with training on spectrum management and spectrum monitoring held in May 2016 and introduced the training plan of SRMC in 2017.
- Spectrum management online training, 13-26 February 2017
- Spectrum engineering and cross-border coordination, face to face, May or July 2017, Xi'an

- **Advanced Level Telecom Training Centre (ALTTC), India:** Mr. Pradeep Kumar Agnihotri, DGM introduced the ALTTC structure, history, functions, equipment, partnership and core competency. Mr. Agnihotri introduced the various workshops and trainings being conducted by the ALTTC for national and international organisations, briefed on the training programs conducted in 2015 and 2016 and proposed the following face-to-face trainings for 2017:
- Net Neutrality (7-9 March 2017)
- Deployment of Broadband through Next Generation Networks, Sep-Dec 2017
And online training on
- OTN and PTN for broadband and high-speed Services, Sep-Dec, 2017

- **Ministry of Digital Economy and Society (MDE) - TOT Academy (Thailand):** Dr. Tharinee Limpibunterng introduced the CoE cooperation framework in Thailand including MDE and TOT Academy as well as partnerships with NBTC and APNIC, and shared experiences in organizing training activities. Dr. Limpibunterng briefed the

participants on the experiences of ITU ASP CoE for 2016 and made the following suggestions for 2017:

- Internet and IPv6 Infrastructure Security (8-12 May 2017)
- Cross-Sector strategy and platforms for Digital Economy (18-21 July 2017)
- 5G Planning and Development for IoT (19-22 September 2017)

The CoEs also explained the rationale for selecting the topics for 2017, which take into consideration stakeholder and market needs, popularity of the courses and the importance of the topic to the CoEs' work.

Mr. Fred Christopher, PITA thanked the CoEs for conducting annual trainings in the Pacific and proposed to hold a training in the Pacific region in 2017.

Mr. Hassan Pashazaeid, MICT (Iran), proposed to conduct courses such as IoT and Smart Cities more than once a year to cover the vast area.

5.0 PRESENTATIONS BY PARTNERS AND POTENTIAL PARTNERS

The following partners made the presentations

- **MCMC Academy**: Mr. Ahmad Nasruddin 'Atiqullah Bin Fakrullah, MCMC Academy presented the role and functions of MCMC Academy including the three key areas of Knowledge resource management, Institutional Liaison & Research and Capacity building for MCMC and other stakeholders. He presented the MCMC Structured Talent Development Programme, Master Class and the Handbook on Convergence. The potential areas of collaboration proposed include Spectrum Management, Smart City / Communities, Big data and IoT.
- **Huawei**: Mr. Rantong Huang, Huawei presented the cooperation between ITU and Huawei especially in the work of the Broadband Commission and Standardization. Huawei was invited to identify a focal point for collaboration with the CoEs.
- **China Communications Services International (CCSI)**: Ms. Denise Ho introduced the organisation and its cooperation with ITU (e.g. FAO-ITU E-agriculture Solutions Forum 2106, ITU-D SG 1 and ITU-D SG 2, ITU TELECOM) and other international partnership programs (China-Africa partnership on Africa Information Superhighway).
- **Huari Communications:** Mr. Fei Lian, introduced the organisation, the products (spectrum monitoring equipment and solutions provider), and its ongoing collaboration with CoE programs.

- **Faculty of ICT (Ministry of ICT, I.R. Iran):** Mr. Hassan Pashazaeid, Iran, detailed the cooperation with ITU as a previous CoE and a partner in the current CoE. He proposed some topics for partnerships:
    - IoT and Smart Cities (3-5 June)
    - Future trends and issues of spectrum (Nov)
    - 4G/5G, jointly by other CoEs
    - C&I, jointly by other CoEs

- **GSMA:** Mr. Austin Menyasz introduced the organisation, its approach, the capacity building program, list of courses available and the partnerships. GSMA expressed interest in partnering with the ITU ASP CoEs.

The ITU introduced the various types of partnerships including cooperation within the CoE. There is a need to create an information document for CoE partnerships including roles and responsibilities. The NBTC supported the partnership framework for CoEs and expressed their support.

6.0   KEY ISSUES DISCUSSED AND DECISIONS TAKEN BY THE STEERING COMMITTEE

The meeting discussed a number of issues and provided suggestions.

a) *Fees charged and level of participation*: Some of the CoEs raised the concern that the imposition of fees adversely impacts the number of participants. The participants shared their experiences as follows:

- Participants would be willing to pay higher fees if the content is relevant

- The attractiveness of courses would increase if course is linked with accreditation.

- Rare capabilities and cost leadership are two possible strategies. Conducting training where travel cost is lower increases participation.

- There was also suggestion to consider charging for online fees.

b) *Attractiveness of online and blended (hybrid) courses*: The participants shared experiences and discussed the potential of online and hybrid courses.

- There were mixed views on online learning. In some countries, participants do not find online courses attractive while in some countries such as SIDS, it might be the most viable option.

There was also significant interest in starting blended (mix of online and face-to-face courses). The ITU Secretariat shared experiences of blended courses with participants.

c) **Local training using ITU content:** There was interest from CoEs and other partners to conduct local courses using ITU Academy content.

d) **Cooperation between APT and ITU:** There was a suggestion for cooperation between APT and ITU in the delivery of courses.

e) **Standardized guidance for material preparation:** There is a need to provide standardized methods for preparation of material for delivery of short courses.

f) **Continued interaction with participants:** Apart from training, it is also important to continue interaction with the participants on the topic for future courses and to conduct projects.

g) **Feedback from participants for online training:** There is a need to improve feedback from online participants.

h) Induction of partners

The following new partner joined the CoE networks: Huari Communications. Some existing partners MCMC, GSMA, Faculty of ICT, MICT (Iran), PITA, NBTC, APNIC expressed support in holding courses.

i) **Specific courses for a country group**

The ITU secretariat to share the guidelines with the participants of the ITU ASP CoE Steering Committee meeting. The online community can also be used to share such information and guidelines.

j) **Template for report of CoEs**

The ITU Secretariat to provide a template for submission of course proposals.

k) CoE – Next Cycle

The issue of CoE operational processes and procedures was discussed. The participants can send their comments to Dr. Susan Teltscher (Hcbmail@itu.int).

The participants including representatives of Members, Centres and Partners held active deliberation on the key issues. After discussion, the decisions of the Steering Committee on these issues were as follows:

Issues for consideration	Decision of Steering Committee
Time limit for finalization of program agenda, dates and invitations for 2017	It was decided that all Centres should send their final course proposals by 31 December 2016.
Deadline for Issue of invitation	It was decided to continue the timeline for issue of invitations should be - 3 months for face to face programs, and - 2 months for online training programs
The strategic direction of the ITU Asia-Pacific CoE 2017 and onwards,	Core strategy of ITU ASP CoE includes unique content, international character, high quality, alignment with ITU mandate, leverage on partnerships, delivery at low or no fees. Establish mechanisms to scale out CoE operations through partnerships, online learning, and adoption of Massive Open Online Courses (MOOCs). Steering Committee strongly recommends CoEs to conduct at least one course in Pacific Island Countries, LDCs, LICs, LLDCs. Examine means of delivering ITU Academy material at national level. Consider trainings on new areas of demand. (Digital Financial Services)
Content Development	Include peer review to ensure alignment with the strategy. Content should be updated using the experience from delivered trainings. Keeping ahead of the curve in technology areas. Focus on these courses to enhance employability and accreditation.
Experts and content	CoEs to ensure international practices in the training content.
Promotion plan	The Draft promotion plan document was discussed. The following suggestions were made:

	Enhance role of ITU Members in promoting the CoE courses. Share the course with alumni network. Formal invitations to continue with focal points. Request all steering committee members, CoEs and partners to promote all the courses. Identify key stakeholders in the country to send the invitations. Enhance Inter-CoE co-operation. Contact industry associations and respective skill building entities, universities and Academia ITU may consider to setup post training communication and development. Develop annual training brochure with all details ahead of time. CoEs to submit training plans to Steering Committee at least 1 month in advance of the SC meeting. A common brochure to be developed immediately after the decision of the steering committee in hard copy and soft copy. ITU Secretariat to provide design. Create a sponsor mechanism for industry partners.
Training fees amount	The Steering Committee approved a ceiling of USD 800 per week as the applicable maximum fees for face to face trainings and USD 100 per person for online trainings.
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 Chair with information to Steering Committee Members, in the stipulated areas of respective CoEs, ITU regional office while providing a timeframe of 1 week for any comments that they may have.

	In case the CoE wants to change the topic, the information should be provided to the ITU Secretariat at least 6 months in advance with justifications on the requirement for the change.
Training Material Approval Process	The training material to be submitted to ITU at least 1 month in advance.
ITU revenue share percent	The Steering Committee recommended to continue the revenue share of 20 % to the ITU.
Encourage senior level participants	Change name from training to program Target curriculum to audience Faculty is critical for delivery of the program Brand of the host organisation Title of the program
Next CoE SC meeting	Representative of Vietnam informed that Vietnam is pleased to consider the possibility of hosting the hosting the next CoE SC meeting in Vietnam. The steering committee was pleased to accept the offer.

7.0   ITU ASIA-PACIFIC CENTRES OF EXCELLENCE PROGRAMS PROPOSED FOR 2017

TRAINING SCHEDULE 2017

	Training topics	CoE	Dates	Venue	Partners
1	IOT C&I	CAICT	September	Shanghai	Faculty of ICT`, NTIPRIT
2	Spectrum engineering and cross-border coordination	SRMC	May	Xi'an	GSMA
3	Net Neutrality	ALTTC	7-9 March	Ghaziabad	GSMA
4	Deployment of Broadband through Next Generation Netw	ALTTC	[Sep/Dec]	Ghaziabad	Faculty of ICT
5	Internet and IPv6 Infrastructure Security	MDE	8-12 May	Bangkok	APNIC
6	Cross-Sector strategy and platforms for Digital Economy	MDE	18-21 July	Bangkok	NBTC
7	5G Planning and Development for IoT	MDE	19 – 22 September	Bangkok	NBTC, GSMA
8	Implementing Pacific ICT Strategy 2020	MDE		[Fiji]	PITA
9	IOT C&I	[CAICT]	[April/June]	Iran	[Iran]

	Online Trainings	CoE	Dates	Partners	
1	4G LTE C&I	CAICT	April		
2	Spectrum management	SRMC	Feb		
3	OTN and PTN for broadband and high-speed Services	ALTTC	[Sep/Dec]	Ghaziabad	

8.0 EVALUATION GUIDELINES

The following guidelines for evaluation were recommended by the Steering Committee

Online Courses

Current practice for online courses
- Quiz: 60%
- Chat session: 10%
- Discussion Forum: 10%
- Assignment: 20%

Eligible criteria for certification --- 60%

Face to Face

- *Current practice for face to face*
  - *Attendance: From 10% to 20%*
  - *Individual class participation, Group Exercise and Innovative Ideas: From 30% to 35%*
  - *Quiz: From 60% to 45%*

Eligible criteria for certification --- 60%

9.0 CLOSING SESSION

The meeting ended with closing remarks from Mr. Ioane Koroivuki, Regional Director, ITU Regional Office for Asia-Pacific and Ms. Weiling Xu, Director, ITU Working Committee of the MIIT Secretariat , Ministry of Industry and Information Technology, China.

THE 3rd ITU ASIA-PACIFIC CENTRES OF EXCELLENCE STEERING COMMITTEE MEETING

7 – 8 December 2016

Shenzhen, China

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