



**Telecommunication
Development Bureau (BDT)**

Ref. BDT/RO ASP/2016 - 226

23 September 2016

ITU Member States, ITU-D Sector Members,
ITU Asia-Pacific Centres of Excellence,
Partners and other stakeholders of the Centres
of Excellence network for Asia-Pacific Region

**Subject: Invitation to the 3rd ITU Asia-Pacific Centres of Excellence Steering Committee Meeting,
7-8 December 2016, Shenzhen, P.R. China**

Dear Sir/Madam,

I am pleased to invite your organization to participate in the **3rd ITU Asia-Pacific Centres of Excellence (ASP CoE) Steering Committee Meeting**, organized by the International Telecommunication Union and hosted by the Ministry of Industry and Information Technology, People's Republic of China from **7 – 8 December 2016** in **Shenzhen, China**.

As the main responsibility of the Steering Committee is to provide recommendations to ITU concerning the CoEs operations and ways of improving its performance, the 3rd ITU ASP CoE Steering Committee Meeting is expected to take key strategic decisions aimed at the implementation of approved Operational Processes and Procedures. Some of the key issues include evaluation of the performance of 2016, the strategic direction of the ITU Asia-Pacific CoE 2017 and onwards, induction of partners, the timetable of annual activities for 2017, development of content, quality assurance processes, promotion plan, pricing strategies, fees structure and financial procedures, new partnership opportunities amongst others. The ITU would like to call upon interested ITU Members and partners, who would like to join the Steering Committee Meeting to express their interest **by 5 November 2016**. Draft Agenda is placed at Annex 1, while more details will be available at <http://www.itu.int/itu-d/asp> and <http://academy.itu.int>.

Interested participants are requested to complete the attached registration form (Annex 2) and return it by **5 November 2016** to Ms. Porntip Modethes (porntip.modethes@itu.int) with copy Mr. Guolei Cai (glcai@miit.gov.cn) and Mr. Li Zhi (lizhi@caict.ac.cn). Mr. Ashish Narayan (ashish.narayan@itu.int) is at your disposal should you require any further information. There are no fees charged for participating in the Steering Committee meeting. However, participants are expected to meet their own costs of travel and accommodation.

Those participants requiring an entry visa to China are requested to contact their local Embassy of People's Republic of China for information well in advance.

I look forward to your participation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ioane Koroivuki', is located below the text 'Yours faithfully,'.

Ioane Koroivuki
Regional Director
ITU Regional Office for Asia and the Pacific

Annexures: 3