



GROUP ON CAPACITY BUILDING INITIATIVES (GCBI)

TERMS OF REFERENCE (ToRs)

1. Background

The Group on Capacity Building Initiatives (GCBI) was established pursuant to Resolution 40 of WTDC-10, and maintained by WTDC-14, “to assist ITU-D, and to contribute to the successful implementation of its capacity-building activities in an integrated manner....” The group includes two capacity-building experts representing each of the six regions. The formation of the group reflects the realization by the membership of the important role of human and institutional capacity building for the success of any organization.

The following Terms of Reference will provide guidance on how the group will perform their work and deliver on their mandate.

2. Official Name and acronym

The Group shall be called the Group on Capacity Building Initiatives, or in short, GCBI.

3. Scope of Work of GCBI

The scope of the work of GCBI is exhaustively spelt out in Resolution 40, but can be summarized as follows:

- To assist in identifying global and regional trends in the ICT sector and in capacity building;
- To monitor and evaluate BDT capacity building activities and provide advice on their implementation in a harmonized and integrated manner that avoids overlaps.
- To advise on forging alliances in capacity building with academia and other partners in ways that further the strategic objectives of the ITU academy and the goals of ITU-D.

4. Members and Membership

4.1 The group shall consist of twelve members composed of two capacity-building experts representing each of the six regions. The experts shall be familiar with the developments in the ICT sector, and the needs of their region with respect to capacity building.

4.2 Participation in the work of the group shall be open to all interested Member States and Sector Members.

4.3 Staff of the Human Capacity Building division within the Projects and Knowledge Management Department of the BDT shall provide secretariat services to the group.

5. Selection of Members of the Group

- 5.1 ITU-D members shall be called upon to submit to their regional telecommunications organizations, names of eligible persons/individuals to serve as GCBI members. .
- 5.2 The regional telecommunications organizations shall coordinate the selection of candidates from their regions, and shall propose the two names to the Director, BDT.
- 5.3 The Director, BDT shall consider the names proposed by the regional telecommunications organizations and establish the GCBI.
- 5.4 Members of the group are appointed in their personal capacity. They do not represent the organizations for which they work. Accordingly, a member cannot be represented by another member from their organization in the work of the group.
- 5.5 If an appointed member of the group withdraws, for whatever reason, the regional organization shall be called upon to propose a replacement.

6. Tenure of Office

- 6.1 Members appointed to GCBI, including the Chairman and two Vice Chairs shall serve for one term (one four-year period), in line with the WTDC cycle.
- 6.2 Members can serve for another term, after which they may no longer be eligible for appointment.
- 6.3 The Chairmanship of the GCBI should rotate among the regions. The Vice Chairs may not be coming from the same region. Further, the Vice Chairs may not be coming from the same region as that of the current Chairman.

7. Governance of the group

7.1 Appointment of Chairman:

The Chairman shall be selected from among the 12 members of GCBI. He/she shall be appointed following consultations by the Director BDT with other members of GCBI.

7.2 Functions of the Chair:

The Chairman of GCBI shall undertake all duties associated with the position of Chair and shall seek to achieve results out of the GCBI.

In consultation with the Secretariat, the Chair shall propose meetings of the group and approve the agenda of the meeting.

7.3 Appointment of Vice Chairs:

At its first meeting, GCBI shall appoint from among the members, two Vice Chairs.

7.4 Functions of the Vice Chairs:

The Vice Chairs shall deputize the Chair, and conduct the work of the group in the absence of the Chair. The Vice Chairs shall also support the work of the Chairman during meetings and when the GCBI is not sitting which may include consultations among the members or undertaking research related to any particular aspect to assist the Chairman to run the GCBI.

If for any reason the Chairman vacates his/her position during his/her tenure of office, or resigns from the group, one of the Vice Chairs shall assume the position of Chairman for the remainder of the term of office.

8. Meetings of the Group

8.1 GCBI shall convene at least one meeting every year. The meeting could be either physical or electronic, depending on the nature of business to be transacted.

8.2 Members of GCBI can offer to host a meeting of GCBI in their respective countries/institutions.

8.3 Members of GCBI could propose, through the Chairman, the convening of a meeting if it is felt necessary to do so.

8.4 GCBI members are encouraged to actively contribute to the agenda of GCBI meetings.

8.5 GCBI members are also encouraged to prepare at least one input document on any capacity building issue or issues relevant to their region, to be presented for discussion in the meeting. The document/s should indicate the advice to BDT on the particular issue/s.

8.6 In between meetings, any member of the group can, through the Chairman, initiate a discussion on the online discussion forum or through electronic mail, on any capacity building topic that is relevant and topical.

9. Reporting on the work of the Group

9.1 In line with Resolution 40, GCBI shall present a report to the annual meeting of TDAG outlining its work, achievements and recommendations.

9.2 It shall be the responsibility of the Chairman of GCBI to submit the group's report to TDAG.