



**2nd Steering Committee Meeting
ITU Europe Centres of Excellence (SC-CoE-EUR)
Copenhagen, Denmark, 19 January 2016**

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REPORT BY THE CHAIRMAN

1 Introduction

The 2nd Steering Committee Meeting for Centres of Excellence for Europe was organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU), in Copenhagen, Denmark, on 19 January 2016 and hosted by the European Communication Office.

The objective of the SC-CoE-EUR was to take stock of the first year of implementation of the Centres of Excellence (CoE) strategy and review the experiences and lessons learned in the work by the CoE institutions in Europe Region. The meeting considered the experiences of the first year, provided recommendations on the way forward and took strategic decisions for the year two of the current CoE cycle. The meeting agreed on the timetable of annual activities for 2016, further development of the training focus, financial aspects of collaboration, promotion plans amongst others.

Meeting was paperless and was held in English only. Meeting documentation is available on the SC-CoE-EUR [website](#). Remote participation facilities were made available to the participants. Secretariat was provided by Europe Coordination Unit of ITU.

2 Participation

The meeting was attended by 16 participants from 6 Member States from the Europe Region, 4 Centres of Excellence, 1 Representative of GCBI, 3 Representatives of ITU and 1 Representative of ECO. The list of participants can be found in Annex Two.

3 Opening Ceremony

Opening remarks on behalf of Com-ITU of CEPT were delivered by its Chairman, Mr Manuel da Costa Cabral, also the Chairman of SC-CoE-EUR in 2015. Opening remarks on behalf of ITU were delivered by Mr Jaroslav Ponder, Coordinator for Europe, ITU. Mr Per Christensen, Director of the European Communication Office welcomed the meeting participants in his capacity as host organization.

Meeting agreed upon the draft agenda (Annex One) and took note of documents (available on the [SC-CoE-EUR website](#)).

4 Review and confirmation of the membership of the Steering Committee

Based on the Operational Processes and Procedures Document (<https://academy.itu.int/news/item/1152/>), the Steering Committee is composed of Member States and/or Sector Members from the countries represented by the CoEs in each region, two regional representatives of GCBI, ITU and two additional representatives from the regional Member States chosen by ITU based on their request.

Steering Committee composition was reconfirmed with two amendments, i.e. an addition of Switzerland as a new member and reflection of vacant place of the European representative at GCBI. Final composition of the Steering Committee is presented in Annex Four.

5 Election of the Chairman of the Steering Committee for the coming year

Based on the Operational Processes and Procedures Document (<https://academy.itu.int/news/item/1152/>), the Chairman of the Steering Committee is elected for a term of one year.

Secretariat has undertaken consultations on the candidature of the new Chairman, and the meeting elected Mr Wojciech Berezowski, Head of International Affairs Unit, Office of Electronic Communications (UKE), Republic of Poland, as the Chairman of the Steering Committee for 2016.

Meeting thanked the Outgoing Chairman for his efficient chairmanship and guidance in 2015.

ITU presented the five CoEs with the Official Centres of Excellence Plaques, to be placed on the premises of each institution. The plaques strengthen the regional presence of the ITU Network of the Centres of Excellence and cooperation between ITU and the CoEs. Each CoE received a letter of intent, determining the basic principles for use of plaques.

6 Report of the outgoing Chair of the Steering Committee

A comprehensive report on the successes, challenges and lessons learned throughout 2015 was presented by the outgoing chairman of the Steering Committee, Mr Manuel Costa Cabral. The report outlined a number of recommendations for consideration by the Steering Committee. Report is available on the [website of the SC-CoE-EUR meeting](#) (PPT).

Meeting took note of the report with appreciation.

7 Developments regarding implementation of the CoE Strategy

A presentation on the implementation of the strategy for Centres for Excellence was provided by Ms Halima Letamo, Human Capacity Development Division, BDT, ITU. The presentation covered the progress and further developments as related to *Operational Processes and Procedures*, challenges experienced in 2015 and actions taken by ITU. (PPT)

It was emphasized that under the ITU CoE branding, the CoE institutions are mandated to deliver trainings within the agreed focus area of each CoE. An update was provided on the issues raised by all regions of ITU, including collection of fees, bank transfers, upgrade of the ITU Academy platform to allow for invoice generation. Invoicing for group participants will be the next step in the platform upgrade. Payment-based enrolment has already been implemented.

There were 32 centres selected globally, 26 of them signed a cooperation agreement to proceed with the work. 6 in Americas, 3 in cis, 6 in Africa, Asia and Arab regions. 69 activities were planned globally by CoEs, 39 of them were implemented. A total of \$45916 was received in training fees as of November 2015.

The presentation also touched on training materials being developed for SMTP, QoSTP and ICT&CTP programmes. Existing training materials are also being aligned to ITU Academy Quality Standards. SMTP programme is being rolled out at several universities. New partnerships have been established, including with UK Telecommunications Academy (UKTA), and CTU.

Global Human Capacity Building Symposium is planned to take place in September 2016 in Nairobi, Kenya. CoEs are encouraged to participate by joining the sessions and presenting their experiences, taking part in the exhibition space and networking during the Symposium. (for more information see [website of Human Capacity Building Division](#))

8 Developments on the ITU Academy Platform

A presentation was provided by Ms Halima Letamo, Human Capacity Development Division, BDT and covered the developments and enhancements of the ITU Academy platform and related training materials. (PPT)

The ITU Academy platform was upgraded with the objective to improve the functionality and performance. User management functions, options for payment by major credit cards or bank transfer, payment-based enrollment, invoice generation have already been implemented. Guide for Coordinators is being finalized.

Content repository is one of the main potentials of the platform to be explored further.

The discussion followed around group invoicing and automated certificate generation, testing of the new functionalities, flexibility in payments timeline. For the generation of certificates, the use of e-signature of the CoE will need to be reconfirmed.

It was recommended that the payment page of the platform should include the option of paying by credit card or by invoice to be generated by the system.

It was reconfirmed that the CoEs are free to disseminate information on their trainings widely. It was recommended that the ITU Academy platform includes a comprehensive outline on each of the CoEs.

In response to some questions of CoEs on the possibility of using some of the modules of SMTP or ICT&CCCTP programme in their training work, it was clarified that under the new Strategy, the CoEs are allowed to reuse particular modules as well as they may deliver their courses also in other regions, if there is no conflict with the CoEs of that region on the thematic area of the training.

It was clarified that the ITU makes efforts to support trainings in six official UN languages. Trainings in other languages could not be fully supported due to the lack of capacity.

In terms of pricing, the CoEs are defining their pricing, and are encouraged to propose different approaches (such as other sources of funding for the courses offered free of charge for participants).

9 Presentations by Centres of Excellence on the actions implemented and planned

Representatives of Centres of Excellence for Europe delivered presentations in the following order:

1. Czech Republic - Czech Technical University, Faculty of Electrical Engineering (CTU) (PPT)
2. FYR of Macedonia - Ss. Cyril and Methodius University in Skopje, Faculty of Electrical Engineering and Information Technologies (PPT)
3. Poland - National Institute of Telecommunications (NIT) (PPT)
4. Portugal - Institute for Technology and Quality (ISQ) (PPT)

Presentations used for the purposes of this session are available at [SC-CoE-EUR website](#).

10 Establishment of an annual training plan for Europe

Based on experience of 2015 and planning of each Centre of Excellence, a draft 2016 CoE-EUR Training Plan was agreed as presented in the Annex Three.

11 Pricing strategies and financial procedures

The meeting reviewed the course fees applied by the CoEs in 2015 (as referred in the tables One and Two in the Chairman's report 2015), and agreed that free market pricing should be maintained.

Some CoE's will consider their pricing strategy to reflect market dynamics in the future. It might require decreasing the course fees in some cases.

Overall financial procedures, including payment of the fees by participants to ITU, and payment from ITU to the CoEs, were reviewed by the meeting. Main challenges related to the collection of fees from participants have been addressed through the continued development of the ITU Academy platform and the payment functions available online.

An issue of invoicing for groups of participants, as exemplified by the CoE from Poland, will be looked into by ITU in order to streamline the approach.

It was recommended for further improvement of the registration process to ensure the separation of payment options at initial stages of registration in the platform, that is to have an option provided for online payment and one for bank payment.

It was recommended that prices of courses should be published with all advertising so that participants are not confused about whether the course is free or is a paid course.

12 Fostering cooperation between regional Centres of Excellence

The meeting recommended to set up e-forum for CoE Coordinators on the ITU Academy platform, with the aim to foster collaboration across the regions, identify partners and areas of cooperation.

It was suggested to consider establishing a network for young people (as a new focus group), using the capacities of CoEs globally.

13 Assistance in promoting the activities of the Centres of Excellence

The meeting discussed the importance of involving stakeholders and promoting the ITU Academy-based trainings outside of the Telecommunications field.

It was noted that on the ITU Academy platform contains all course-related materials, and the official communication regarding the courses is distributed to the ITU Membership in the region.

ITU should continue using the practice of promoting the CoE activities at regional events. Similarly, regional CEPT meetings could include this component.

ITU was requested to enhance communication with the CoE focal points.

CoE's were encouraged to find new opportunities to promote their work and the work of the European Network of CoEs at the national and regional meetings.

14 Date and venue of the next Steering Committee Meeting

It was proposed to continue the good practice of holding annual meeting of the SC-CoE-EUR back to back with the first meeting of the Com-ITU of CEPT taking place in Q1/2017. Further coordination with Com-ITU on exact dates will follow in due time.

Participants noted with appreciation the offering of ECO to host the 2017 meeting of the SC-CoE-EUR.

15 Conclusions

The Group thanked the Chairman of the Steering Committee for efficient chairmanship and guidance. Appreciations were also expressed for assistance by Secretariat.

Wojciech Berezowski
Chairman of the Steering Committee

Annex One: Agenda



2nd ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

19 January 2016, 9:00 – 18:00

ECO, Copenhagen, Denmark

DRAFT AGENDA

1. Review and confirmation of the membership of the Steering Committee
2. Election of the Chair of the Steering Committee for the coming year
3. Report of the Outgoing Chair of the Steering Committee
4. Developments regarding implementation of the CoE Strategy
5. Developments on the ITU Academy – platform upgrades and training materials
6. Presentation by Centres of Excellence on their actions implemented and planned
7. Establishment of the 2016 annual training plan for Europe
8. Pricing strategies and financial procedures
9. Fostering cooperation between regional Centres of Excellence
10. Assistance in promoting the activities of the Centres of Excellence
11. Date and venue of the next Steering Committee
12. Any other business

Annex Two: List of Participants



2nd ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

19 January 2016, 9:00 – 18:00
ECO, Copenhagen, Denmark

LIST OF PARTICIPANTS

	Name	Position	Entity	Country	E-mail	Phone
CoE	Ms Margarida Segard	Director	Institute for Technology and Quality (ISQ)	Portugal	mmsegard@isq.pt	351 961201647
	Mr Sylwester Laskowski	Head of NIT Training Center	National Institute of Telecommunications (NIT)	Poland	s.laskowski@tl.waw.pl	48 22 51 28 230
	Mr Jaroslav Burcik	Head of ITU CoE at CTU	Czech Technical University, Faculty of Electrical Engineering (CTU)	Czech Republic	burcik@itu.fel.cvut.cz	420 773 510 551
	Mr Petr Ondracek	Senior Expert	Czech Technical University, Faculty of Electrical Engineering (CTU)	Czech Republic	ondracek.petr@fel.cvut.cz	420 224 352 101
	Mr Toni Janevski	Professor and Head of CoE	Ss. Cyril and Methodius University in Skopje, Faculty of Electrical	FYR of Macedonia	tonij@feit.uki.edu.mk	389 2 3099119

			Engineering and Information Technologies			
CoE ADM	Mr Manuel Costa Cabral	External Affairs Department	ANACOM	Portugal	manuel.costa@anacom.pt	351 217 212 306
	Mr Przemyslaw Olowski	Senior Policy Expert, International Relations Unit	Department of Telecommunications, Ministry of Digital Affairs	Poland	przemyslaw.olowski@mac.gov.pl	48 22 245 58 56
	Mr Wojciech Berezowski	Head of International Affairs Unit, Department of International Cooperation	Office of Electronic Communications	Poland	W.BEREZOWSKI@UKE.GOV.PL	48 22 5349106
	Mr VILÉM VESELÝ	Deputy Director of Department of Electronic Communications	Ministry of Industry and Trade of the Czech Republic	Czech Republic	VESELYV@MP.O.CZ	42 0724520367
Other ADM	Ms Krasimira Dimitrova	Head, Electronic Communications Development Department	Ministry of Transport, Information Technology and Communications	Bulgaria	kdimitrova@mtitc.government.bg	359 2 949 24 96
	Mr Dirk-Oliver Von Der Emden	Senior Adviser	OFCOM	Switzerland	dirk-olivier.von-der-emden@bako.admin.ch	41 584605649
GCBI	Mr João Chaves	External Affairs Department	ANACOM	Portugal	joao.chaves@anacom.pt	351 21 721 23 07
ITU	Mr Jaroslav Ponder	Coordinator for Europe	ITU	Switzerland	jaroslav.ponder@itu.int	41 22 730 60 65
	Ms Halima Letamo	Training and Development Officer	ITU	Switzerland	halima.letamo@itu.int	
	Mr Marsel Kuzyakov	Programme Officer, Europe Coordination	ITU	Switzerland	Marsel.kuzyakov@itu.int	

ECO	Mr Per Christensen	Director	ECO	Denmark	Per.christensen@eco.cept.org	+45 33 89 63 01
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Annex Three: Draft 2016 Training Plan for Europe



2nd ITU Europe Centres of Excellence (EUR CoE) Steering Committee Meeting

**19 January 2016, 9:00 – 18:00
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DRAFT ANNUAL TRAINING PLAN for EUROPE

1. **Czech Republic** - Czech Technical University, Faculty of Electrical Engineering (CTU)
 - i. Online Course: Cybersecurity Awareness Training for SMEs
March 2016 - Dates tbd (duration: 5 weeks)
 - ii. Online Course: Cyber Security Lifecycle of the New Millennium
April 2016 - Dates tbd (duration: 5 weeks)
 - iii. Online Course: Cybersecurity for Industry 4.0
September 2016 – Dates tbd (duration: 5 weeks)

2. **Germany** - Technische Universitat Chemnitz (TUC)
 - i. Face-to-face Course: Cybersecurity
Dates tbd
 - ii. Face-to-face Course: Broadband Access"
Dates tbd

3. **FYR of Macedonia** - Ss. Cyril and Methodius University in Skopje, Faculty of Electrical Engineering and Information Technologies
 - i. Online Course: Broadband Internet and Future Networks (31 May - 27 June 2016 (duration: 4 weeks).
 - ii. Online Course: 4G and Next Generation Mobile Internet (22 November - 19 December 2016 (duration: 4 weeks).

4. Poland - National Institute of Telecommunications (NIT)

- i. Two Face-to-face Courses:
 - Wireless Access Technologies to Internet Network (3-4 November 2016)
 - Teletraffic Engineering for the Internet – analytical approach (24-25 November 2016)
- ii. One Online Course:
 - Strategic Aspects for Internet Governance (26 September – 3 October 2016)

5. Portugal - Institute for Technology and Quality (ISQ)

- i. Face-to-face courses rescheduled from 2015: (preliminary dates)
 - E-waste - 11-13 May 2016
 - Software conformance, testing and audit - 11-13 April 2016
 - CE mark in Telecommunications - 13-14 June 2016
- ii. Four new Face-to-face courses: (preliminary dates)
 - Interoperability for optical fibres - 20-13 June 2016
 - Information security management in Telecommunications - ISO 27001 - 5-7 September 2016
 - Managing IT services at icloud and ITIL - 11-12 October 2016
 - Interoperability and protocol IPv6 - 14-16 November 2016

Annex Four: List of the Steering Committee Members 2016



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List of the Steering Committee Members 2016

Member States hosting a Center of Excellence:

1. Czech Republic
2. Germany
3. FYR of Macedonia
4. Poland
5. Portugal

Member States not hosting a Center of Excellence:

1. Bulgaria
2. Romania
3. Switzerland

GCBI representatives from European region:

1. Portugal
2. *Vacant*