



**Telecommunication  
Development Bureau (BDT)**

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Brasilia, 19 December 2018

ITU Member States  
ITU-D Sector Members  
ITU Members of Academia  
ITU Centres of Excellence  
For the Americas region

Subject: **Invitation to the 1st ITU Centre of Excellence (CoE) Steering Committee Meeting for the Americas Region, 14-15 February 2019, Brasilia, Brazil**

Dear Sir/Madam,

I am pleased to invite your organization to participate in the 1st ITU Centre of Excellence (CoE) Steering Committee Meeting for the Americas Region, which will take place from 14 to 15 February 2019, in Brasilia, Brazil. This will be the first Steering Committee Meeting of the new CoE network cycle which starts in January 2019 and lasts until December 2022.

The main objective of the Steering Committees is to govern and provide oversight to the CoE network functioning and operations. The Steering Committee meetings provide CoEs with the opportunity to present and discuss their activities, exchange experience, learn from each other and strengthen collaboration. A key outcome of the meeting is the agreed training catalogue for the CoE network in the region for the upcoming year.

According to the Governance structure outlined in the document "Operational Processes and Procedures for the CoE Network 2018" (available on the [ITU Academy website](#)), Steering Committees are composed of the Centres of Excellence, Member States hosting a CoE and ITU, who are expected to attend the meetings. Other participants from the broader ITU membership are welcome to attend as observers.

The draft programme (Annex 1) is attached. Registration for the meeting should be carried out using the attached registration form (Annex 2) no later than **30 January 2019**. Further information on the meeting, including all other logistical information will be posted at the [meeting website](#). Although there is no participation fee charged for this meeting, participants are expected to meet their own costs of travel and accommodation. Ms. Ana Veneroso ([ana.veneroso@itu.int](mailto:ana.veneroso@itu.int)) and Ms. Caroline Brandão ([caroline.brandao@itu.int](mailto:caroline.brandao@itu.int)), ITU Regional Office for Americas are at your full disposal should you require any information.

I look forward to your participation in this important meeting.

(original signed)  
Bruno Ramos  
Director Regional