

ITU Academy Training Centres (ATC) Global Annual Meeting

17-19 October 2023, Varembe Conference Centre (CCV), Geneva, Switzerland

Objectives:

- Take stock of the first year of implementation of the programme
- Explore innovative ideas to support the work of the ATCs
- Strengthen collaboration among centres, and between ITU and the Centres
- Share best practices in terms of optimizing course quality and training approaches
- Inform on ITU Academy revised guidelines and upcoming features

Participants:

- Representative from the ITU Academy Training Centres ([ATCs](#))
- ITU Capacity and Digital Skills Development team
- ITU Thematic Priorities Subject Matter Experts (selected sessions)
- ITU Regional capacity development focal points (based on availability)

Agenda Outline¹:

Tuesday, 17 October 2023

Time ²	Agenda item
08:00-09:00	Arrival / Registration (Pick up your badge at ITU Montbrillant building reception) <u>Address</u> : 2 rue de Varembe, Google Maps link ; see also – ‘How to get the ITU’ page
	After you have picked up the badge, please head to the meeting venue: Varembe Conference Centre (CCV) , Genève room, located across the street from the ITU HQ (Google Maps link).
08:30-09:30	Welcome coffee Varembe Conference Centre
09:30-09:50*	Welcome of attendees / Opening remarks : Cosmas Luckyson Zavazava , Director, Telecommunication Development Bureau (BDT)
09:50-10:00*	Agenda / Logistics
10:00-10:10*	Quiz : 2023 ATC programme facts and figures
10:10-10:45*	Introduction: ATC programme overview and objectives of the meeting 2023 status report – planned/implemented courses, schedule Susan Teltscher, Head, Capacity and Digital Skills Development Division (CSD-BDT)
10:45-11:00	Coffee break
11:00-12:00	ATC Networking session ATCs representatives, ITU participants
12:00-12:25	Mapping expectations for the meeting & working together Establishing a working culture for the meeting.
12:25-12:30*	Wrap-up morning session
12:30-13:30	Lunch (<i>offered on the premises</i>)

¹ Items marked with * are eligible for remote participation. To access, please first register for the event [here](#) (create a new account if you are a new user), then login [here](#) to access the Zoom sessions.

² Please note that changes to the proposed sessions duration or format might still occur.

13:30-15:15	ATCs poster gallery Showcasing each ATCs profile, portfolio, innovation & collaboration areas, training approach.
15:15-15:30	Coffee break
15:30-16:50	Ensuring training course quality Best practice exchange from the ATC network, CSD guidelines.
16:50-17:00*	Closing Day 1 / Summary takeaways
17:30-19:00	Welcome reception <u>Venue:</u> ITU Tower building, 53 Av. Giuseppe Motta (Google Maps link), <i>Satellite</i> restaurant, 15 th floor

Wednesday, 18 October 2023

Time	Agenda item
09:30-09:45*	Welcome / Highlights from previous day Day 02 Agenda
09:45-10:45*	Evaluation framework New ITU Academy evaluation form (Level 1), results to date. ATC network best practice exchanges.
10:45-11:00	Coffee break
11:00-12:25*	ITU Academy – new features and revised guidelines Overview of platform development roadmap, discussion on updated guidelines.
12:25-12:30*	Wrap-up morning session
12:30-13:30	Lunch (<i>offered on the premises</i>)
13:30-14:40*	ITU Thematic Priorities – presentations from the subject matter experts Invited ITU representatives from various divisions (Cybersecurity, Policy and regulation, Future networks & spectrum management): areas of priority, resources, training needs.
14:40-15:15	ITU Thematic Priorities – interacting with the subject matter experts (Round I) Group sessions for ATC and ITU interactions.
15:15-15:30	Coffee break
15:30-16:00	ITU Thematic Priorities – interacting with the subject matter experts (Round II) Group sessions for ATC and ITU interactions.
16:00-16:30	ITU Thematic Priorities – interacting with the subject matter experts (Round III) Group sessions for ATC and ITU interactions.
16:30-16:50*	Debrief
16:50-17:00*	Closing Day 2 / Summary takeaways

Thursday, 19 October 2023

Time	Agenda item
09:30-09:45*	Welcome / Highlights from previous day Day 03 Agenda
9:45-10:45	Focus on methodology and delivery Best practice exchange for an optimal learning experience in online instructor-led courses.
10:45-11:00	Coffee break
11:00-12:10*	What's next: commitments and action planning Concrete steps going forward, mapping individual commitments.
12:10-12:30*	Summary and closing remarks