

ITU Academy Training Centres (ATC) Global Annual Meeting

16 September 2024, Gulf Conference Centre, Manama, Bahrain

Time ¹	Agenda item
8:00-9:00	<i>Arrival / Registration</i> (Participants to pick up their badge at the ground floor of the event venue: Gulf Convention Centre ; the meeting will take place in room Al Murjan)
9:00 - 9:30	<i>Welcome coffee</i>
09:30 - 10:00	Welcome of attendees Opening remarks: Dr. Cosmas Luckyson Zavazava, Director, Telecommunication Development Bureau (BDT) Group photo
10:00 - 10:15	Logistics & Expectations Quick introductions round
10:15 - 10:45	ATC programme overview and objectives of the meeting
10:45 - 11:15	<i>Coffee break / Networking</i>
11:15 - 11:50	ATC experience exchange
11:50 - 12:00	ATC network space
12:00 - 12:30	Updates on “Capacity Development for Digital Transformation” project, financed by the European Commission
12:30 - 14:00	<i>Lunch / Networking</i>
14:00 - 14:45	Best practices and lessons learned re training organization
14:45 - 15:15	ITU Academy Quality Assurance for instructor-led training courses (<i>The Checklist</i>)
15:15 - 15:45	<i>Coffee break / Networking</i>
15:45 - 16:20	Evaluation Level 3 (impact): approach and implementation
16:20 - 16:45	ITU Academy updates (new features and 2025 planning exercise)
16:45 - 17:00	Summary and closing remarks

¹ Please note that changes to the proposed sessions duration or format might still occur.