**Agenda**

Group on Capacity Building initiatives (GCBI) - Virtual meeting 2023

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| Timing | Item | Who | Details |
| 5 min | Welcome and introduction | Head, CSD |  |
| 5 min | Opening remarks | BDT Director |  |
| 2 min | Group photo | Head, CSD and IS Moderator |  |
| 5 min | Chairs remarks | GCBI Chair | Opening remarks and adoption of the agenda |
| 12 min | Tour de table and short introductions | All GCBI members | Each member of the GCBI is given the floor to introduce themselves (2min per person) |
| 5 min | Activity / icebreaker | All GCBI Members | Interactive recap of ITU CD activities using a Menti quiz |
| 5 min | Proposed work structure and priorities for the cycle | GCBI Chair | GCBI chair talks through the one pager document in two minutes.  One-pager shared prior to the meeting (through Zoom chat during the meeting). 3min provided for members to skim through the document again |
| 18 min | Discussion of the proposed priorities of the group | Break out rooms | Members to discuss:  1. What do you think about the proposed work priorities of the GCBI as described in the one-pager, and do you have any additions or changes to suggest?  2. Which of the priorities should the GCBI start with and why? |
| 10 min | Debrief and Q&A | GCBI Chair |  |
| 20 min | Discussion of the proposed structure | Break out rooms | Members to discuss how they would like to work, what they would like to produce.  1. How to make the work of the sub-groups efficient?  2. What should come out of the work of the sub-groups? |
| 10 min | Debrief and Q&A | GCBI Chair | Reporting back by the groups followed by a Q&A or further reflections |
| 3 min | Preparation for the summary | GCBI Chair |  |
| 10min | Meeting Summary | GCBI Chair | Chair presents a summary of the meeting |
| 5 min | Closing | Head CSD |  |