6th Steering Committee Meeting of the
Centers of Excellence Network for Americas Region

7 December 2021 | 10:00 – 13:00 Brasilia | Online Meeting

Zoom Platform

DRAFT AGENDA

Time	Items
09:30 – 10:00	**Online networking and testing of video and audio**
10:00 – 10:20	**Opening** • Welcome remarks by ITU (Americas Regional office) • Remarks by ITU (HQ) • Remarks by the Chair (Andrea Grippa, Brazil)
10:20-10:23	Group picture

10:23-10:40	**Agenda Item 1: Update on CoE strategic issues**
	
	ITU updates CoEs on the issues relating to the implementation of the CoE strategy and the process towards the end of the CoE cycle.
	
	• ITU updates on
	    o Global performance of the CoEs for the year
	    o CoE strategic review
	    o End of cycle activities
	    o 2022 CoE webinars
	Discussion

10:40 - 11:40	**Agenda Item 2: Centres of Excellence presentations: 2021 implementation and training plans for 2022**: ITU will share the current status of implementation for each CoE. EachCoE will report on the implementation of their 2021 activities. Each presentation should cover the courses that were implemented throughout the entire year (number of participants, feedback received, certificates issues etc), issues faced and lessons learnt, including those from COVID-19.
	Each CoE will also present their proposals for the training courses they are planning to deliver in 2022, including the topics, exact dates, training fees charged, audience targeted etc. The objective of the discussion is to agree on the draft training schedule for 2022.
	- ITU (Americas Regional office) - Current status of implementation for All CoEs in the region - Antel - Inatel - Inictel - Uni - UBP - UTPL Discussion
11:40 – 11:50	**Agenda Item 3: Approval of the 2022 training plan:** The CoE chair presents the proposed training plan for 2022 and invites the CoEs to approve the plan.

11:50 – 12:00	Break
12:00 - 12:40	**Agenda Item 4: Discussion on promotional activities carried out by CoEs and ITU for the past year. ITU will present a brief overview of ITU's promotional strategy, followed by the CoEs.** - ITU (HQ) - CoEs Discussion
12:40 – 12:50	**Agenda Item 5: CoE operational Issues- ITU (HQ) makes a presentation which highlights the following operational issues** - Updates on the planning and implementation of courses - Updates on the implementation of the quality assurance process - Updates on the transition from face to face to online courses - Reminders for CoEs Discussion
12:50 -13:00	**Closing**