

International Telecommunication Union International Telecommunication Union

4th Steering Committee Meeting of the
Centers of Excellence Network for Americas Region

7 December 2020 | 09:00 – 13:00 Brasilia time| Online Meeting

DRAFT AGENDA

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| **Time** | **Items** |
| 08:30 – 9:00  | **Online networking and testing of video and audio**  |
| 09:00 – 09:15  | **Opening** * Welcome remarks by ITU
* Remarks by the outgoing Chair
* Confirmation of and remarks by the incoming Chair
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|  | Group picture  |
| 09:15 – 10:45  | **Centres of Excellence presentations: 2020 implementation and training plans for 2021**ITU will briefly share an overview of the status of implementation in the region for 2020. Then each CoE will report on the implementation of their 2020 activities. Each presentation should cover the courses that were implemented against the courses planned 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 2021, including the topics, exact dates, training fees charged, audience targeted etc. CoEs are expected to submit the information on the course description template provided by ITU and ensure that every field in the template is completed, three weeks before the SC meeting. CoEs are expected to deliver at least 2 training courses per priority area per year. In addition, CoEs may offer courses on emerging topics outside their priority areas if not covered by any other CoE in the region. The objective of the discussion is to agree on the draft training schedule for 2021. * **Presentation by ITU (AMS-RO)**
	+ Overview of status of implementation in the region
* **Presentation by ANTEL**
	+ Discussion
* **Presentation by INATEL**
	+ Discussion
* **Presentation by INICTEL**
	+ Discussion
* **Presentation by UBP**
	+ Discussion
* **Presentation by UTPL**
	+ Discussion
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| **Break (15 minutes)** |
| 11:00 – 12:00  | **Discussion on strategic and operational issues related to the implementation of the CoE network activities, including external assessment of ITU capacity development activities, process of quality assurance, ITU staff attending CoE courses and global CoE** **meeting** * ITU (HQ)
* Discussion
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| 12:00 – 13:00 | **Presentation of Draft Report and Adoption** |
| 13:00  | **Closing**  |