



Telecommunication  
Development Bureau (BDT)  
Regional Office for Asia and the Pacific

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Bangkok, 21 October 2019

ITU Centres of Excellence  
ITU Member States  
ITU-D Sector Members  
ITU Members of Academia  
from the Asia-Pacific Region

**Subject: Invitation to the 2<sup>nd</sup> Meeting of the ITU Centres of Excellence (CoE) Steering Committee for the Asia-Pacific Region, 17-18 December 2019, Tehran, Iran**

Dear Sir/Madam,

I am pleased to invite your organization to participate in the 2<sup>nd</sup> Meeting of the ITU Centres of Excellence (CoE) Steering Committee for the Asia-Pacific Region, which will take place from **17 to 18 December 2019** at **Parsian Azadi Hotel, Tehran, Iran**. The meeting is organized by the International Telecommunication Union and hosted by ICT Research Institute, Ministry of ICT, Iran.

The main objective of the Steering Committee is to govern and provide oversight to the CoE network functioning and operations. The Steering Committee meeting provides CoEs the opportunity to present and discuss their activities, exchange experience, learn from each other and strengthen collaboration. A key outcome of the meeting is the agreed training catalogue for the CoE network in the region for 2020.

According to the Governance structure outlined in the document "Operational Processes and Procedures for the CoE Network 2018" (available on the [ITU Academy](https://academy.itu.int) website), Steering Committees are composed of the Centres of Excellence, Member States hosting a CoE and the ITU Secretariat, who are expected to attend the meetings. Other participants from the broader ITU membership are welcome to attend as observers.

Further information on the meeting, including the draft programme, registration details and all other logistical information will be posted on <https://academy.itu.int>. Participants are requested to complete the registration form and send to ITU latest by 25 November 2019.

Please note that the meeting will be held in English.

Although there is no participation fee charged for this meeting, participants are expected to meet their own costs of travel and accommodation. Mr. Ashish Narayan ([ashish.narayan@itu.int](mailto:ashish.narayan@itu.int)) remain at your disposal if you need any further information.

I look forward to your participation in this important meeting.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Sameer Sharma', is written over a blue horizontal line.

Sameer Sharma  
Regional Director, a.i.