Members of the Steering Committee for the 2015-2018 present at the meeting cycle:

- Argentina, represented by the Autoridad Federal de Tecnologías de la Información y las Comunicaciones (AFTIC)
- Colombia, represented by the Agencia Nacional de Espectro (ANE)
- Asociación de Empresas de Telecomunicaciones de la Comunidad Andina (ASETA)

Chair of the Meeting:

MINTIC as Colombian Administration named ANE to chair the meeting. The Director of ANE, Mrs. Martha Suarez designated Mrs. Vivian Gonzalez as the chairman of the SC-CoE-AMS.

Mrs. Ana Veneroso, responsible for the training activities in the Americas region jointly with Mr. Mike Nxele from the Human Capacity Building Division of the BDT, was appointed as ITU Secretary.

Annex 1

### 3 Opening Ceremony

The Director of CINTEL, Mr. Manuel Martinez Niño opened the meeting by welcoming the participants and highlighted the importance of work performed by the CoEs

development , and mentioned the satisfaction in hosting this Meeting in Colombia. The Director of CINTEL wished all a pleasant stay in the city of Bogota.

Following, Mike Nxele, from the Human Capacity Building Division of BDT/ITU, stressed the importance of sharing experiences from the other regions during this Meeting and the relevance of the work of the Americas region towards the development of human capacity building through the Centres of Excellence. Mr. Nxele also highlighted the contribution of CITIC to the ITU Programme in Climate Change and invited all to actively participate of the HCB Global Forum,

#### 5 Presentations of the ITU: The ITU Academy and Centre of Excellence initiative.

During Session 2, Mike Nxele, from the Human Capacity Building Division of BDT/ITU, delivered a capacity building activities developed in 2015 including information on the progress in the implementation of the new strategy of the Centres of Excellence, including information on materials that are being developed through the ITU training programmes (spectrum management, quality of service and climate change), as well as ITU strategic partnership with multistakeholder for the development of different joint training activities. It was also mentioned the major challenges of the new strategy, proposals to overcome these challenges, strategies of partnership and cooperation, as well as the next steps to be followed. Apart from the expectations of the HCB Global Forum 2016, it was presented the cation on the development of Human Capabilities.

The second presentation of Mike Nxele aimed to inform participants about the "upgrade" of the ITU Academy platform and the new tools added to the new version.

Ana Veneroso delivered a presentation on the capacity building work being implemented in the Americas region, the importance of the ITU Academy, the experience of 2015 with the new Centres of Excellence and the activities implemented with the CoEs, reiterating the challenges identified and the possible solutions to overcome them. Ana Veneroso also reiterated that the quality of the courses represent a crucial issue for a successful implementation of the activities and that CoEs still have room for improvement. Ana Veneroso stressed the importance of potential partnerships that may be established between the CoEs in the region and other regions, as well as the need to offer courses in English, which ae,

6 The role of the members of the Steering Committee and the recommendations.

The strategy of the Centers of Excellence of the ITU provides a governance structure for regulating the operation of the Centres through a Steering Committee and the ITU. According with the document of processes and operational procedures of the ITU CoEs (

Recommend and to advise ITU on the functioning of the CoEs and the ways of improving their initiative, strategic recommendations;

Determine the amount of the fees to be applied;

Determine the distribution of the training fees within the parameters prescribed in 3.2.1.1 Recommend the implementation of the quality assurance process;

Recommend the implementation of the quality assurance process;

Recommend the performance evaluation of the Centres;

Recommend a training annual plan at the regional level;

Recommend policies and pricing guidelines;

Facilitate the collaboration between regional Centres;

Give information and initial support to the new members and assist in the promotion of the activities of the Centres of Excellence.

All Centres are invited to gather efforts on the promotion of the courses as the crucial issue of their demand and to take advantage of different occasions, such as events, social networks and other means of communication to disseminate courses.

To be updated and involved with the deliverables of the courses materials in advance and dully revised in terms of content, updates, typing, translations, etc. Materials should be sent to the ITU with minimum notice of one month prior to the delivery of the courses.

May the instructors through the final report of the courses emphasize to their experiences and make recommendations for the improvement of activities, also include the feedback of the participants in the final survey of the course.

To look after strategic partnership with institutions which are directly related to the courses main topics in order to best address it.

To review the pricing policy in order to avoid limitations with the number of participants in the courses.

The use of the ITU logo should strictly follow the rules defined by the ITU.

The CoEs from the region are expected to interact with the other Centres in a global level as strategic cooperation and partnership.

The CoEs must carry out at least

The ITU could define the operational and administrative mechanisms that will facilitate the work related to the training activities and the harmonization process between the Centres, with the goal to improve the quality of the activities.

The ITU will provide to instructors a guide of use of the platform and carry out training with Regional Coordinators.

7 Definition of the activities for 2016 and the registration cost of the training activities, distribution of the collected fees and the registration and payment operation.

Prior to the meeting, Mrs. Ana Veneroso sent an email to the CoEs requesting their proposals of training

At the end of the debate, the CoEs were invited to sign the Letter of Commitment on the use of

### <u>Annex 1</u>



## Provisional Agenda

Wednesday, 25 November 2015
REGISTRATION OF PARTICIPANTS
OPENING REMARKS, ITU, MIKE NXELE, HCB DIVISION WELCOME REMARKS, CINTEL, Manuel Martinez Nino, Executive Director WELCOME REMARKS, MINTIC, Alejandro Delgado, Head, International Affairs Office
ELECTION OF THE CHAIRMAN OF THE MEETING Presentation Of The Agenda For Approval Presentation of Steering Committee (SC)Members
COFFEE BREAK
SESSION 1 -

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# ANNEX 3