



**Telecommunication  
Development Bureau (BDT)**

Ref.: BDT/EUR/DM-282

Geneva, 21 August 2017

ITU Member States from Europe Region,  
ITU-D Sector Members, ITU Europe  
Centres of Excellence, Partners

**Subject: Invitation to the 4<sup>th</sup> ITU Europe Centres of Excellence Steering Committee Meeting,  
12 December 2017, Copenhagen, Denmark**

Dear Sir/Madam,

I am pleased to invite your Administration/Organization/Company to participate in the **4<sup>th</sup> ITU Europe Centres of Excellence (CoE) Steering Committee Meeting**, organized by the International Telecommunication Union (ITU) and hosted by the European Communications Office, which will take place on **12 December 2017 in Copenhagen, Denmark**. This meeting will be held back-to-back with the meeting of the CEPT Com-ITU.

The ITU Centres of Excellence governance structure is composed of the Steering Committee and the ITU. The main responsibility of the Steering Committee is to provide recommendations to ITU concerning the CoEs operations and ways of improving performance. Details of the roles and responsibilities are provided in the Operational Processes and Procedures Document which can be found here: [https://academy.itu.int/index.php?option=com\\_content&view=article&id=58&Itemid=604&lang=en](https://academy.itu.int/index.php?option=com_content&view=article&id=58&Itemid=604&lang=en).

The 4<sup>th</sup> Europe Centres of Excellence Steering Committee Meeting is expected to review the progress of work undertaken since the 3<sup>rd</sup> Steering Committee Meeting held in January 2017, and take timely decisions regarding further implementation of the ITU CoE strategy and development of the ITU Academy. The meeting will also provide an opportunity to agree on the timetable of annual activities for 2018, further development of content, quality assurance, promotion plan, pricing strategies and financial procedures as well as offers of new partnership opportunities amongst others.

According to the Operational Processes and Procedures Document, the Steering Committee is composed of Member States and/or Sector Members from the countries represented by the CoEs in each region, two regional representatives of the Group on Capacity Building Initiatives (GCBI), ITU representative(s) and two additional representatives from the regional Member States chosen by ITU based on their request. In this context ITU would like to call upon interested ITU Members, who would like to be a part of the Steering Committee, to express their interest **by 13 November 2017**.

The Draft Agenda is attached for your information (Annex 1), while documents such as the Registration

form, Practical information for participants and other details will be available at <https://www.itu.int/en/ITU-D/Regional-Presence/Europe/Pages/Events/2017/4thSC/4th-CoE-Steering-Committee-Meeting.aspx> and <http://academy.itu.int>.

The meeting will be held at the **European Communications Office** and does not entail any fees. This meeting will be held in English only and will be paperless.

Interested participants are requested to complete the Registration form available on the aforementioned website and return it to Ms Rosheen Awotar-Mauree ([Rosheen.awotar@itu.int](mailto:Rosheen.awotar@itu.int)) no later than **13 November 2017** with a copy to Mr Jaroslav Ponder, Head of the ITU Office for Europe ([eurregion@itu.int](mailto:eurregion@itu.int); +41 22 730 60 65), who remains at your disposal should you require any further information.

Although there is no participation fee for this meeting, please note that all expenses concerning travel, accommodation and insurance of participants should be covered by your Administration / Organization / Company.

Participants requiring an entry visa to Denmark are requested to contact their local Embassy of Denmark for information well in advance. For ease of reference, information on venue is attached in Annex 2.

I look forward to your participation.

Yours faithfully,

[Original signed]

Brahima Sanou  
Director